USER GUIDE

Ezi Accounting

Ezi Solution
software

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Introduction

The Ezi Accounting was designed for business people who have only limited knowledge of accounting principles.

The system makes it easy for users with only a partial accounting background to start entering information on the computer without worrying too much about debit and credit principles.

The whole idea behind the system is that it is very similar to the paperwork side of the business, but much faster. This can save the business thousands of dollars in many ways including:

- Faster debit collection
- On-time payment to creditors
- Smaller accountants bills
- Faster tax returns
- And more . . .

The user interface of the system is very simple and errors made during data-entry can be corrected as easily as they are made.

All needed information is always at your fingertips so saving you time.

The Ezi Accounting System runs under the operating system Windows 9x, 2000, XP and most network systems that are Windows compatible. It is year 2000 compliant and has no end-of-period posting.

In the multi-user version, several users can access the data at the same time.

Ezi accounting now comes with internet support. The user can email the clients, suppliers or contacts directly from within with great ease. It also supports email broadcasting, giving the user a very valuable quick and inexpensive advertising tool.

Quick Start Guide

Trying to implement an electronic accounting and stock control system in the business can be overwhelming. You are probably asking yourself *where do I start first?*

This quick start guide gives you a clear step-by-step approach with a minimum of fuss.

The overall task is broken into separate, simple steps that you can follow in sequence to achieve the required result.

Step 1

Decide which users are going to be using the system and their access levels.

When first installed. Ezi Accounting comes with five users. The Master User and Manager have access to all parts of the system irrespective of their security settings.

If you need to make the system secure, you should allocate a password to each user at the earliest opportunity.

If you do not need security on the system, simply blank the password of the master user.

To assign security, select **Maintenance**, then **Users File Maintenance**, and add or remove users as you need.

You can give users one of four possible access levels. These are:
- 0   No access
- 1   Read only
- 2   Read and Write
- 3   Full access (Read, write, Modify, and Delete)

ⓘ   *The first two users will always have a full access to all parts of the system regardless of what their access levels are set to.*

ⓘ   *Use Ctrl + F12 to change users from anywhere in the system*

Step 2

Select **Maintenance**, then **System Setup** to set up your company name and other details. Refer to the corresponding section below for further information.

Step 3

Select **Sales**, then **Add/Modify Clients** to add the client details. You are recommended to create a client name called *CASH SALES* for all cash sales.

Step 4

Select **Purchase**, then **Add/Modify Suppliers** to add supplier details. You are recommended to create a supplier name called *CASH PURCHASE* for all cash purchases.

Step 5 (Optional)

Select **Stock**, then **Stock Group Maintenance** to create or modify stock groups. For example, typical groups for a computer shop might be:
- Computers
- Monitors
- Printers
- Software
- Etc . . .

- Whilst you are setting up the stock groups, you are also recommended to create expenses groups such as for example Electricity, Power, Telephone Charges etc.

Step 6

- Select **Stock**, then **Add/Modify Stock** to add the stock and services your business sells. You are also recommended to add all the services that the system buys, for example Electricity, Power, Telephone Charges, Car Maintenance etc.

 This way, the business can process all creditors from one section, which is purchasing.

Step 7

If your business is already established, select **Purchases**, then **Stock Quantity Adjustment** to add the quantities of stock you already hold.

Another way of adding the stock is to enter it by selecting **Purchases**, then **Purchasing**.

Step 8

If your business is already established, you need to enter the outstanding clients and suppliers accounts. To do that, you can create a Sales or purchase invoice for each outstanding account. The invoice date has to reflect the account period. Use '*' in the part Number column, then under details, enter 'Starting Balance', Qty with 1, and the amount. This will ensure a correct tax figures and also allows you to modify the information in the future if the need arises.

Once the above steps have been done, then trading can be started.

The Ezi Accounting System comes with a standard chart of accounts. An important account is *1001 – Cash On Hand*. Use this as a temporary account to hold all the income that comes to the business from all kinds of sales. For example, assuming your business processes five invoices as follows :

Invoice No.	Amount	Payment Method
1	$100	Cash
2	$150	Check
3	$90	Credit card
4	$50	Credit
5	$80	Direct debit to your bank

Payments for Invoices 1, 2 and 3 should be posted as received by *1001 – Cash On Hand Account.*
Invoice # 4 was not paid so its payment should not be processed.
Invoice # 5 payment should be processed to the *1002 – Bank Account*.

At the end of day we will create a deposit slip with the payments of the first three invoices which total to $100+$150+$90 = $240 and send it to the bank.

To reflect this transaction, select **Accounts**, then **Journal Posting** to create a journal as follows:

1. With the cursor in the **Journal Number** field, press **Enter**. This will assign a new journal number.
2. Enter the bank account of *1002* at the top account
3. In the next section, enter the *1001 – Cash On Hand account* with the date and amount.
4. Save the transaction.

Once this is done, the balance of the Bank Account is increased by $240, while the Cash On Hand Account goes back to 0, (assuming it started out with 0).

When the bank statement is received, you will notice that it will exactly match the computerized record by showing two transactions on that day, the first one will be for the amount of $80 that went directly to the bank, while the other will be the $240.

Select **Accounts**, then **Bank Reconciliation** to reconcile the bank statement. You have to add all the bank charges that appear on the statement through the purchasing section. The payment account of these charges has to be *1002 – Bank Account*.

Hints, Tips and Shortcuts

Entering Dates

Most date fields will be pre-filled with today's date. If you wish to alter this date, you can either:
1. Overtype the date.
2. Right mouse click on the date field and enter the date interactively.

Entering Supplier and Customer Details

Suppliers and customers can be selected from their respective lists by entering either the code in the code field or the name in the name field. If the information you supply is valid, the screen details will be filled. If the information is invalid or incomplete, a list will be presented for you to select interactively. The list will be displayed with the name closest matching to the partial name you entered, or if you entered a partial code in the code field, the list will be displayed with the code closest matching to the partial code you entered.

Sort Order on List Screens

List screens are used for the following:
- *Clients List* screen (select **Sales**, **Add/Modify Clients**)
- *Stock List* screen (press **F9** or **F10**)
- *Suppliers List* screen (select **Purchases, Add/Modify Suppliers**)
- *Select Account* screen (select **Accounts**, **Chart of Accounts**)

When viewing these screens, you can change the sort order of the first two columns by clicking on the column heading. The information listed will be sorted in to order according to the column heading you clicked on.

Function Keys
Use the following function keys for speed and simplicity:

F1 : Activate help system.
This function key activates the Windows style built-in help. It is active throughout the system.

F2 : Save Transaction.
The F2 function key is used in the data entry forms throughout the system and allows the user to use the keyboard to save the entered data by pressing F2.

F3 : Print Transaction.
The F3 function key is used to print reports, invoices, quotes, purchase orders and more. To choose the printer destination, you have to use the mouse and right click on the F3 Print key to access the printer dialog box.
F4 : Delete Transaction (Invoicing & Purchasing).

The F4 function key is used to delete transactions in the data entry screens such as invoicing, purchasing and more. The system will ask for delete confirmation before proceeding.

F5 : Process Payment (Invoicing & Purchasing).
Pressing the F5 function key in the invoicing the purchasing screens will activate the payment screen to pay a single invoice or purchase.

F7 :   Produce a list of outstanding invoices in invoicing and purchasing
Pressing F7 in the invoicing or purchasing screens will produce a list of all of the outstanding (unpaid) invoices or purchases for the past 12 months. To view a list of invoices for either one client or supplier, enter the client or supplier code before pressing F7 in the invoicing or purchasing screen.

Shift+F7 : Produce a list of all invoices for the last 12 months.
Pressing Shift and F7 combined (Press Shift and keep it down, then press F7) will produce a list of all invoices (paid and unpaid), again to filter the list by a client or supplier, enter their code in the invoicing or purchasing screen before pressing the key combination.

F8 : Search by for serial number.
Pressing F8 will prompt the user to supply a serial number to search for. The serial number has to be exactly as entered, otherwise the search will fail. If you have more than one serial number for 2 different items, you can use the UP/DOWN arrow keys to scroll through them.

F9 : Search by Part Number.
Pressing F9 will prompt the user to supply a part number to search for, if the part number did not exist, the system will display the stock list with the nearest part number highlighted.

Shift+F9 :   Search by Equivalent Part Number
Pressing the SHIFT and F9 combination will prompt the user to supply an equivalent part number to search for.

F10 : Search by Part Details
Pressing F10 will prompt the user to enter an item details to search for, You can enter the first few letters of the item details and the system will produce the stock list sorted by item details with the search string or its nearest at the top of the list.

SHIFT+F10 : Search by Parts Other Details
Pressing the SHIFT and F10 key combination will prompt the user to enter the item other details to search for. To view the items other details in the stock search list, it should have been enabled from the ***Maintenance > System Setup > Stock menu***

F11 : Calendar.
Pressing F11 will show the calendar with the current date highlighted. Use the arrow keys to move between dates, then press <Enter> to transfer the date from the calendar to a date field.

F12 : Calculator
Pressing F12 key will open the Windows calculator. Pressing F12 again will open another instance of the Windows calculator.

<Alt>+F12 : Open Cash Drawer if connected
Pressing Alt and F12 key combination will open the cash drawer if installed and connected. To install a cash drawer, go to *Maintenance > System Setup > Hardware*.

<Ctrl>+F12 : System Lock / Change user
Press the Control and F12 keys combination allows the system to change the logged in user, if an invalid password was entered 3 times, the system will close down.

<Shift>+F12 : Print Labels in Invoicing & Purchasing screens
Use this key combination to print labels and barcodes for your stock items. The output can be directed to any printer and can be started from any position on the page by choosing the row and column values.

Print (F3) and Windows Print Dialog Box
To print to the default printer, select *Print (F3)* anywhere this print button is available, If you **right-click** on the *Print (F3)* button, the Windows print dialog will be displayed.
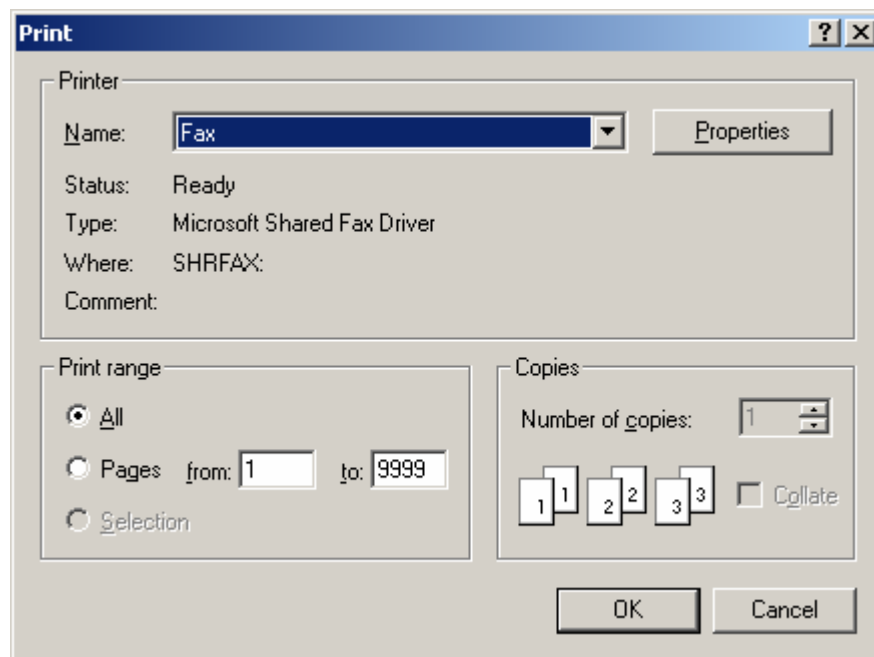

This will allow you to choose the printer/destination. This could be a local printer, network printer or a fax. (to send invoices, quotes or purchase orders as a fax, you need to have a modem installed or connected to your system with fax software on your system. Windows comes with a fax software you can use. Otherwise, there are many packages that you can use as Fax Software.

Login Screen

Once the Ezi Accounting System is started, the first screen that appears is the password logon screen (this requires a password for the Master User), The user must supply a valid password to be able to access the system.
The system master password when the system is started for the first time is blank, There are a number of different passwords that the system will accept, but the master user must program these passwords using the maintenance section of the system.
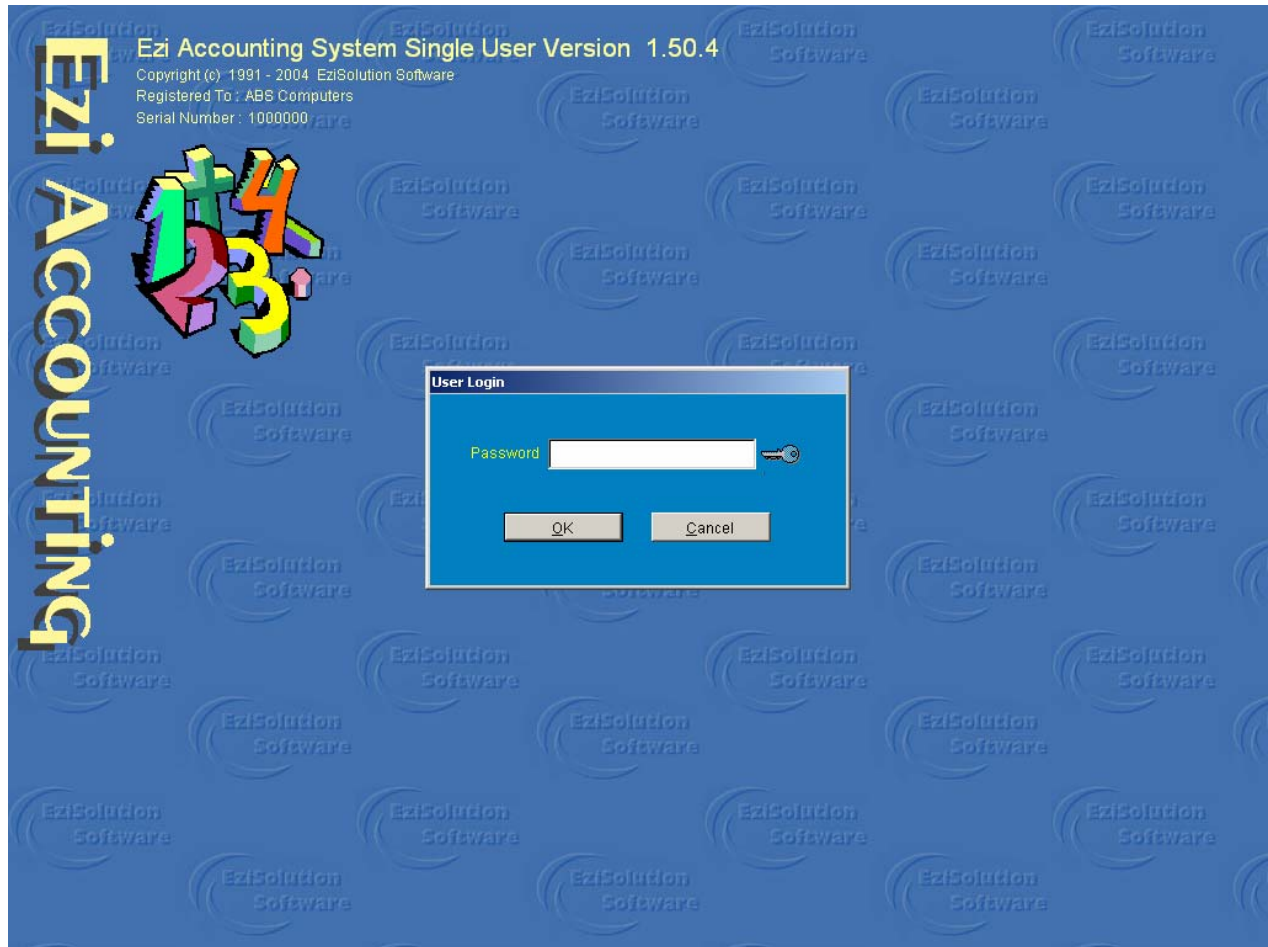
Each password can have a different access level to the system thus allowing the manager to control user access to each section of the system. To enable the password protection, you must supply the master user with a password.

Main Menu

Once a valid password is entered, the system displays the main menu screen, with the options displayed horizontally at the top of the screen. You can use the left and right Arrows to move between the options, and use the *Enter* key to access that option.

The system comes with two built-in interfaces the user can choose from as shown below

BIG BUTTON INTERFACE
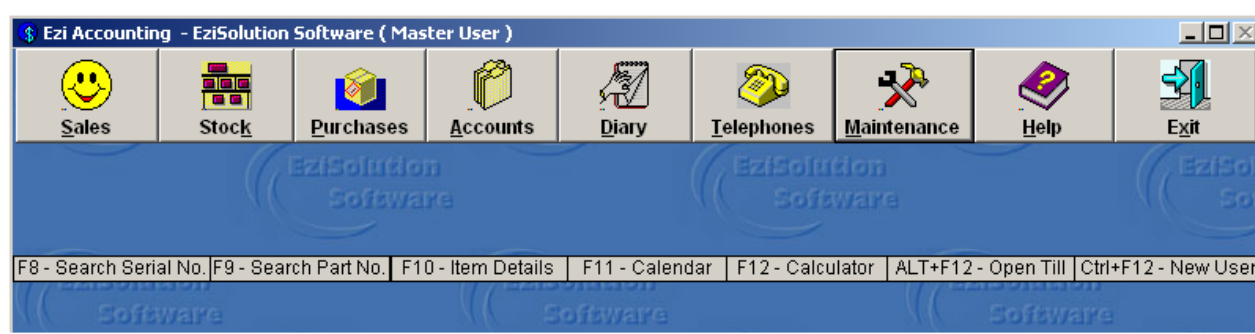
MENU and TOOLBARS INTERFACE
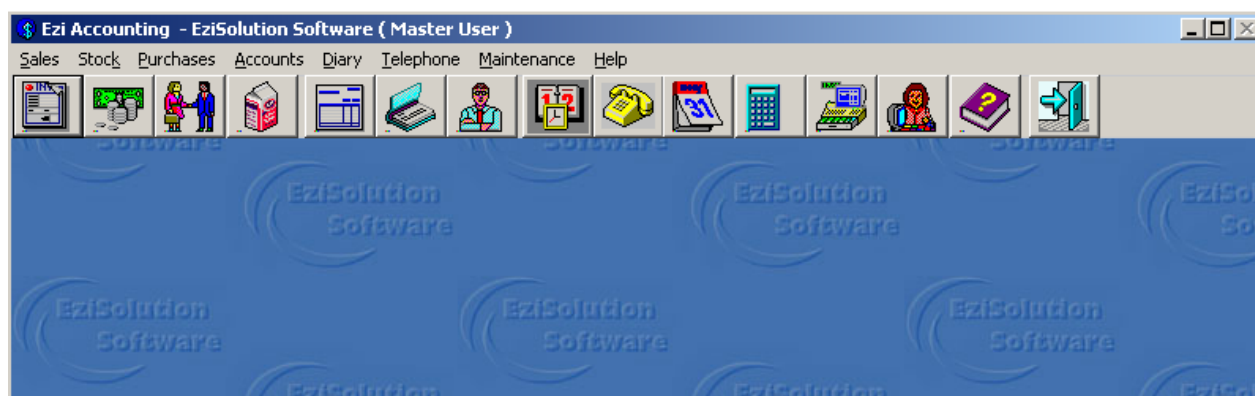
You can change the user interface by going to *MAINTENANCE > SYSTEM SETUP > INTERFACE* and choose the *Menu and Toolbars* option to use a menu style interface with toolbars for quick access to the frequently used items.

The navigation with this interface differs slightly from the previous one, you have to use the ALT+the underlined letter on the menu followed by the first letter of number of the option, or you can use the mouse and either click on the toolbar or the desired menu item.

You can further change the look of the system by changing the **system colors** or even have a picture (800x600) on the main menu by changing the display as needed. Please note that if you decide to add a picture to the desktop, make sure the picture file path does not contain spaces.

Sales Menu

Use the Sales Menu to enter sales, quotes, customer details, sales payments receivable, obtain sales reports for analysis. This menu is useful for the retail and wholesale businesses that keep a list of debtors.

There is no limit to the number of clients and their sales history.
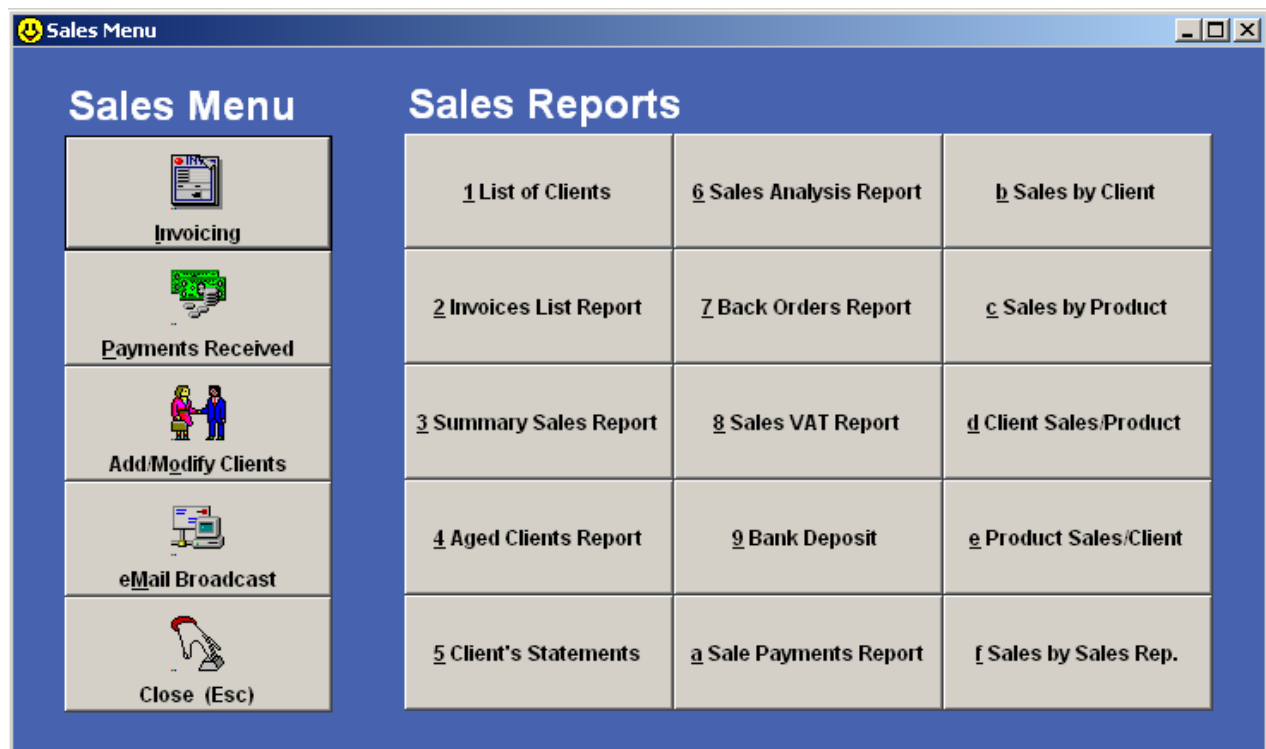
Invoicing

Select **Invoicing** to enter cash and debtors' invoices or quotes. Once an invoice is entered, it will update stock quantities, debtors' statements, account files and debtors history file.

The following function keys are active in this screen:
- **F9**   Search the stock list by item code (item number)
- **F10**   Search stock file by item details

Inv/Quote	For invoicing leave this at the default, *Invoice*.
	(To change to a quote, select **Quote** from the dropdown list, or enter **Q**).
Number	To enter a new invoice, press **Enter** on the invoice number field. A new invoice with the next number in sequence will be created.
	To recall an existing invoice, type in the old invoice number. This invoice will be recalled. You can then modify it or delete it.
	NOTE: The invoice number range is 1 to 99999999
Date:	The default is today's date. Change this if you need to.
	HINT: Right mouse click on any date field and select a date interactively from a calendar.
Ref. no:	Enter the client's reference number such as order number.
	For backorders, enter 'BO'+Existing invoice number (for example, BO123) this will issue a new invoice which recalls the back orders on that previous invoice. In this case the invoice details will be displayed on the list part of the screen.
Salesman:	Select the salesman's code from the dropdown list of users.
Invoice To fields:	

Code :   Enter the client's code and hit **Enter**. If the code you entered is not found, the system will display the *Clients List* and you can scroll up or down and choose the one you want.
                    If you cannot remember the client code, enter the client name or part of the name and hit **Enter**.

Terms*:*   Enter the invoice terms, such as COD, 7, 14, 90 days, etc.

Invoice line items columns:

Part No: Enter the item part number. If you enter only a part of the code, the system will display the *Stock List* where you can choose an item by pressing **Enter** on the one you want. To enter a non-stock item, Enter an asterisk * in the code field. To enter text, tab to the item details and type it in.

Details: If you entered a valid code, this field will be filled automatically. If you entered a *, the system allows you to type in the item description yourself.

Quantity: Enter the quantity being sold.

B/Order: If the required quantity is more than you have in stock, the system allows you to enter a back order if you have the backorder option enabled. To enable this option, select **Maintenance**, then **System Setup**, then select the **Sales** tab, and check **Force Backorder**.

Amount $:   This field is filled automatically as part of the item details. However, you can overtype this.

Tax: If the stock card has the tax code included, this field will be filled automatically, otherwise select the appropriate code from the dropdown list.

Disc.%:   Enter the item discount.

Totals :   The system calculates and displays the total amount automatically.

Continue entering line items as required until the order is filled. When you have completed the invoice, select one of the following:

Save (F2):   Save the invoice.

Print (F3):   Save and print the invoice. Hint: You can send the invoice to a different printer or even fax it by right clicking the print button and choosing the destination.

Email   This will email the invoice directly to the client. The client must have the email field filled with a valid email address. If you are using a dialup modem, you need to connect to your ISP first. For ADSL users, the system will send the email as an attachment.

Delete (F4):   Delete the invoice.

Payment(F5) Pay the invoice.

F7 and Shift F7 Display a list of invoices or quotes for the previous 12 months.

Exit (Esc):   Close the Invoice screen without saving. The invoice is discarded.

Shift+F12   Print labels for the items you just entered. TO be able to print part numbers as barcodes, you must install the barcode font that comes with Ezi Accounting by either copying the file to C:\WINDOWS\FONTS, or by **Control Panel >Fonts >ADD New Font**.

Payment (F5)

Allows you to enter the invoice payment or part payment.

Fields on the *Payment* screen are:

Date: Defaults to today's date. Alter this as required.
                 HINT: Right mouse click on any date field and select a date interactively
                 from a calendar.
Amount   This is pre-filled with the invoice amount outstanding. You can alter this, as
                 will be the case for part payments.
Paid By: Select a payment method from the dropdown list (Cash, Check, Credit
                 Card etc.)
Details: The payment details default to the payment method. You can overtype this
                 as required.
Account: Enter either the account number or account name. If you enter the start
                 only of the name or number, the *Accounts List* will be displayed, positioned
                 according to what you typed in. If you are completely unsure, enter *?* and
                 hit enter for the accounts list. Select the one you need. The default
                 account is 'CASH ON HAND' which acts as a control account for cash in.
                 This account must have a zero balance once the income is sent to the bank
                 and a journal entry has been created to reflect that transaction.

Payments Received

Select **Payments Received** to pay a batch of invoices. Invoices can be fully or partly paid.

Client's Payments						

Payment No. `13`

Payment Date `07/06/2003`

Client's Name `FARAN DISTRIBUTERS`

Amount $ `69.00`   **Paid By** `DINERS`

Details `DINERS`

Account `Cash Drawer`

From Invoice Date `/ /`   **To Invoice Date** `/ /`

Outstanding Invoices

No.	Invoice #	Date	Total $	Paid $	Due $
1	100497	07/06/2003	69.00	0.00	69.00
2	100445	30/12/2002	145.00	0.00	0.00
3	100461	20/01/2003	15.00	0.00	0.00
4	100463	30/01/2003	172.50	0.00	0.00
5	100467	08/02/2003	64.00	0.00	0.00
6	100481	03/03/2003	644.00	0.00	0.00
7	100482	03/03/2003	709.00	0.00	0.00
8	100483	03/03/2003	579.60	0.00	0.00
9	100484	05/03/2003	361.10	0.00	0.00
10	100498	09/06/2003	51.75	0.00	0.00
11	100500	10/06/2003	169.00	0.00	0.00
12	100502	13/06/2003	69.00	0.00	0.00
			3048.95	0.00	69.00

Save (F2)   Print (F3)   Email   Delete (F4)   Close (Esc)

Payment No.	<u>To enter a new payment</u>, press **Enter** on the *Payment No.* field, A new payment record with the next number in sequence will be created. <u>To recall an existing payment</u>, type in the old payment number. This payment will be recalled. You can then modify it or delete it. NOTE: The payment number range is 1 to 99999999
Payment Date	The default is today's date. Change this at will. HINT: Right mouse click on any date field and select a date interactively from a calendar.
Name	Enter the client's name.
Amount	Enter the amount being paid.
Paid By	Select the method of payment from the dropdown list.
Details	Enter payment the details. The field is pre-filled with the payment method.
Account	Enter receivable account by entering either the name or number, usually the Cash On Hand (1001) account. This field is filled from the Accounts List. Enter *?* to obtain the list to select from.
From Invoice Date	Enter the start date of the invoices you want to pay.
To Invoice Date	Enter the end date of the invoices you want to pay. These two fields will filter the invoices into this date range and display them on the *Outstanding Invoices* list.

Outstanding Invoices columns:

No.	This is just a line item number. Each line is numbered off starting with 1 at the top.
Invoice #	The invoice number as it was saved.
Date	The date of the invoice.
Total $	The total currency value outstanding on this invoice.
Paid $	This is what has been paid already.
Due $	Enter the amount being paid spread over the list of outstanding invoices. These can be part payments. The total of this column is displayed at the bottom right. This must agree exactly with the value in the ***Amount*** field on the left of the screen. If you try to save with the amounts not in agreement, you will receive a warning message.

Continue entering invoice payments on each line as required. When you have finished select either:

Save (F2)	Save the payment. Note that the total of this ***Paid $*** column must agree exactly with the value in the ***Amount*** field. The ***Save*** button is disabled until you have achieved this.
Print (F3)	Saves and print the payment. Hint: ***Right mouse-click*** on ***Print*** to choose the destination, such as a different printer
Email	Saves the payment and emails the client with the payment receipt.
Delete (F4)	Delete the payment.
Close (Esc)	Discard any changes or additions to the payment and position the cursor to the top.

Add / Modify Clients

Select **Add/Modify Clients** to add, modify or delete details on the list of your clients.

By typing the name of the client, the system displays the name in the top field, and the list follows your entry. Pressing <**ENTER**> will take you to the Modify screen.

New(**F2**)   Shows the New Client Screen.

Print(F3)   Prints envelope with the client name and address details.

Email   Opens the Send Email screen, enter the required fields before sending

Delete(F4)   Allows you to delete the client. However, the client will not be deleted, but simply add '~' to the front of the code and name so as not to appear in the normal list. This will stop users from deleting clients who have trading history.

Edit Client Details

Client Code	Saluation	Client Name		Business No.
ALL		ALL LENS LAB.		

Address 1	UNIT 4, 52 VINNICOMBE DRIVE		Tel.#	9458 8100
Address 2			Mobile	
City	CANNING VALE		Fax	9458 8177
State	WA	Code 6155	Email	mima@all.net
Country			http://	

Start Trading 01/02/2003

Stop Trading / /

No Bulk Email ☐

Contact Name MAURICE

Notes Slow payers

Trading Terms 7 Days

Credit Limit $ 0

Pricing Trade ▼

Price Incl. Tax ☑

	Current $	30 Days	60 Days	90+Days	Total $
Sales $	0.00	0.00	0.00	22438.00	22438.00
Due $	0.00	0.00	0.00	1378.00	1378.00

Save (F2)   Cancel (Esc)

When you have made the required changes, select **Save (F2)** to save the changes and return to the previous screen.

To add a new client, select **New (F2)** from the *Clients List* screen. The *New Client* screen will be displayed for you to enter the details. This screen is similar to the *Edit Client Details* screen.

Code	Enter a code of up to six alphanumeric characters
Client Name	The name of the company or business.
	Code and **Client Name** fields must be filled.
Salutation	Clients title (Mr., Mrs. Etc.)
Other details	The name, address, phone, etc details, as required.
Terms	The agreed payment terms such as 7,14, 30 days.
Pricing	Select Retail, Trade, Wholesale, etc as agreed with the client. If you choose Qty Discount then the price depends on the quantity sold.
Credit Limit	Enter the credit limit amount before the system issues a warning.
Start Trading	Enter Start trading date of the client.
Stop Trading	Filling this date field will prevent the system from issuing new invoices as of that date.
Telephone	Enter telephone number
Mobile	Enter mobile number.
Fax	Enter Fax Number.
Email	Enter email address.
No Bulk Email	Tick to prevent client from receiving bulk email when broadcasting.
http://	Enter www address, Clicking on http:// tab will open the web page.

Email Broadcast

This menu option allows you to send bulk email to clients, with or without file attachments.

No. of Recipients	This field displays the number of email recipients. If the file contains a large number of entries, it may take a short while to display this screen. To change the number of recipients, click on the email recipients tab, the system will display the list with the names and email addresses and a tick box next to them, to un-tick them all, right mouse click on the column header, to tick them all, left click the column header; or individually tick or un-tick.
Sender's Name	Enter your name. If you have entered your name in the email setup screen under the Maintenance menu, your name will automatically appear in this field.
Sender's Email	Enter your email address in this field.
Ask for Receipt	Tick this box to allow the recipient to automatically send you a receipt acknowledgment before reading your email.
Subject	Enter the email subject line. If the subject line was left blank, the system will warn you before sending the email.

Attachment   This must be a valid file name. You can have more than one attachment by separating the file names with a semicolon. Tick the box next to the field for the system to allow you to graphically choose the attachment files.

Message Type   You can choose to send your message as a text written in the following edit box, or as a file. If you choose a file, The system will disable the edit box and allow you to enter a file name in the following field. The file must be of type text, HTM, HTML or RTF; otherwise, an error message will be displayed if you try to send the email with a wrong file type.

Message File   This field will initially be disabled. Once you choose a file message type, it will be enabled. You can only have one entry and of the types mentioned above.

Message Text   If you have chosen a text message type, you can manually enter a text message of variable length.

General notes on sending emails

For users with dial-up connection (using a standard modem), you need to manually connect the modem using the dial-up icon under Windows before you are able to send emails. Trying to send emails, when there is no connection, will result in error messages being displayed. If you are an ADSL user, the system will use the ADSL connection without any intervention on your part since it is always open.

Note also that you need to setup the email screen under the maintenance section before you are able to send any emails. (see *Email Setup* Tab under the *Maintenance Menu*)

Sales Reports

All Sales Reports can be sent to screen, printer, or file according to what you select after filling out the fields on each report request screen.

NOTE: In the list of reports following, many of the report request screens have relatively few fields and follow a repetitive pattern. For this reason, some of the screen shots have been omitted.
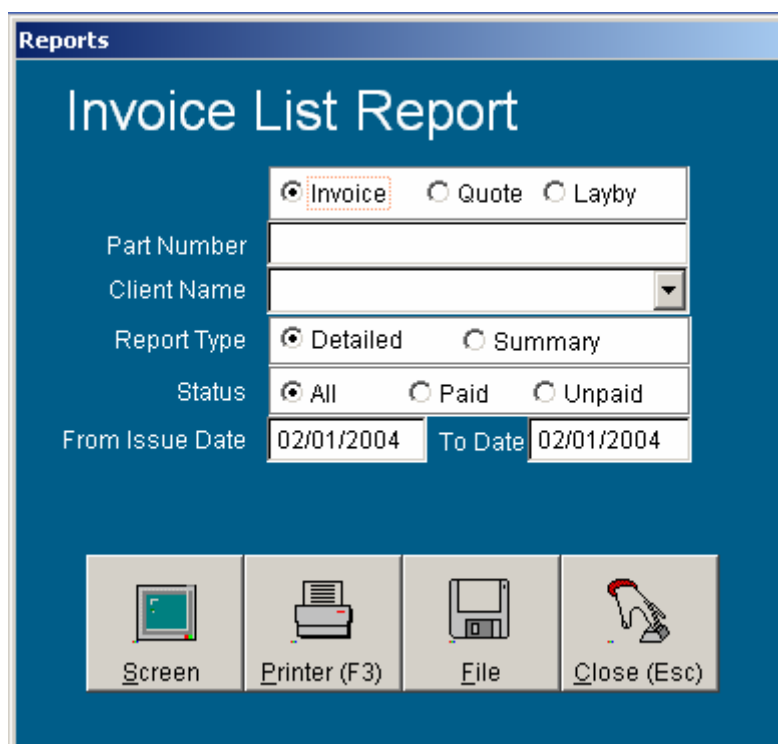
List of Clients

Description: List of selected clients and states, printed as either a landscape or portrait

Report request screen fields:

        Type :   Choose Client type.
        Report Type :   Choose report type of landscape or portrait.
        State   Enter state code (WA, NSW, etc), or leave blank for all states.

Invoices List Report

Description: List of invoices for a given period, client, or part number.

Report request screen fields:
    Choose report type

Part Number	Enter a part number to list invoices that include this item. Leave this field blank to include invoices for all parts.
Client Name	Enter a client name to list invoices that have been issued to that client. Leave this field blank to include invoices for all clients.
Report Type	Choose either detailed of Summary.
Status	Choose invoice status, such as paid, unpaid or all.
From Date	Enter start date you want the report to cover.
To Date	Enter end date you want the report to cover. HINT: Right mouse click on any date field and select a date interactively from a calendar.

Summary Sales Report

Description: Summary of sales over a given number of months.

Report request screen fields:

For the Period	Select the start month and year
To the Period	Select the end month and year

For a report spanning only one month, enter the same in both fields.

Aged Clients Report

Description: List of clients with amounts owing, categorized into periods of *current, 30, 60 and 90+ days.*

Report request screen fields:

For the Period	Select the start month and year the report is to cover.
State	Enter a state code to restrict the report to that state. Leave this field blank to include all clients regardless of state
Include Addresses	Check this box if you want addresses in the report.
Show 0 Balance	Check this box if you want the report to include clients with a zero balance.

Client's Statements

Description: Detailed client's statements showing all the outstanding invoices and the payments made during a particular period of time.


Report request screen fields:

Name
Enter the client name if you want to report on only one client, or leave blank to report on all clients with outstanding invoices.

From Date
Report start date.

To Date
Report end date.

Include Paid Invoices
Check to include payments made during the report period, uncheck to list outstanding invoices only.

Detailed Statement
Check to produce a detailed statement showing the payments.

Leftmost Column
Check or uncheck to include or exclude each client. To uncheck all clients, right mouse click on the header of the left column. To check all clients with outstanding invoices, click on the header again.

Notes to Appear on Statement
You may wish to send the report to a defaulting client. Add any remarks to be included in this field.

Sales Analysis Report

Description: Sales analysis for a particular period of time, broken down by sales departments.

Report request screen fields:

Report Type	Choose report type.
Year Ending	Choose month / year end date date.
Report Format	*Choose Graph or Text. For graphical report, office must be installed.*

Back Orders Report

Description: List of back orders sorted by item and client.

Report request screen fields:

Part Number	Enter a part number. If you enter an incomplete part number, the *Stock List* will be displayed fro you to select from. Leave this field blank for all part numbers.
Client Name	Enter a client name. If you enter an incomplete name, the *Clients List* will be displayed for you to select from. Leave this field blank for all clients.
Sort Order	Select either Part Number of Client Name depending on which order you want.

Sales Tax Report

Description: Tax collected in a given period of time, on either a cash or accrual basis, detailed or summary.

Tax Name: "*Tax*" can be *GST*, *VAT*, or *TAX*, depending on the country you are in. Select the specific tax name according to your location as follows: Go to the **Maintenance** menu, select **System Setup**, and then go to the **General** tab. Set the **Tax Name** field appropriately. The word "*Tax*" will become whatever you have chosen.

Report request screen fields:

From Date	Report start date.
To Date	Report end date*.*
Detailed/Summary	Select according
Cash/Accrual	to requirements.

Bank Deposit

Description: Banking slip for a particular time span.

Report request screen fields:

From Date	Start date.
To Date	End date*.*
Bank Name	Enter the bank you are making the deposit to.
Account Name	Enter the account details you are making the deposit to.
Branch Number	Branch code or Sort code
Account Number	Enter your account number.

Information entered in these fields will be redisplayed in the future.

Sales Payments Report

Description: List of payments and the way they were allocated on invoices. Primarily used to verify payments entered.

Report request screen fields:

Client	Select one client from the dropdown list, or leave this field blank for all clients.
From Date	Start date.
To Date	End date*.*

Sales By Client

Description: Sales details broken down by client, for one or more clients, over a time span.

Report request screen fields:

From Client Code	Lowest client number to be included in the report.
To Client Code	Highest client number to be included in the report. For a single client, enter the same number in both fields.
From Date	Start date.
To Date	End date*.*
Sales Rep	Select one user from the dropdown list, or leave blank for all sales reps.
State	Enter a state code, or leave blank for all states.
Show 0 Sales	Check this option if you want to include zero sales in the report.

Sales By Product

Description: Sales details broken down by stock group and/or product, for one or more stock groups and/or products, over a time span.

Report request screen fields:

Stock Group	Select a stock group from the dropdown list, or leave blank for all stock groups.
From Part No	Enter the range of part numbers to be reported. For a
To Part No	single part number, put this in the From field, or leave both fields blank for all part numbers.
From Date	Start date.
To Date	End date.
Value $ / Quantity	Select according to the order required for the report.
Show 0 Sales	Check if you want zero sales included in the report.

Client Sales/Product

Description: Products bought by a specified client over a time span.

Report request screen fields:

Client Name	Enter the clients name, or select from the Clients List.
From Date	Start date.
To Date	End date.
Value $ / Quantity	Report on either currency value or quantity.

Product Sales/Client

Description: what range of products have been sold to all clients over a time span!!

Report request screen fields:

From Part No	Enter the range of part numbers to be reported. For a
To Part No	single part number put this in both fields.
Stock Group	Select a stock group from the dropdown list, or leave blank for all stock groups.
From Date	Start date.
To Date	End date.
Sales Rep	Select a user from the dropdown list, or leave blank for all sales reps.

Sales by Sales Rep

Description: Sales report, broken down by sales representative over a specified time
span.

Report request screen fields:

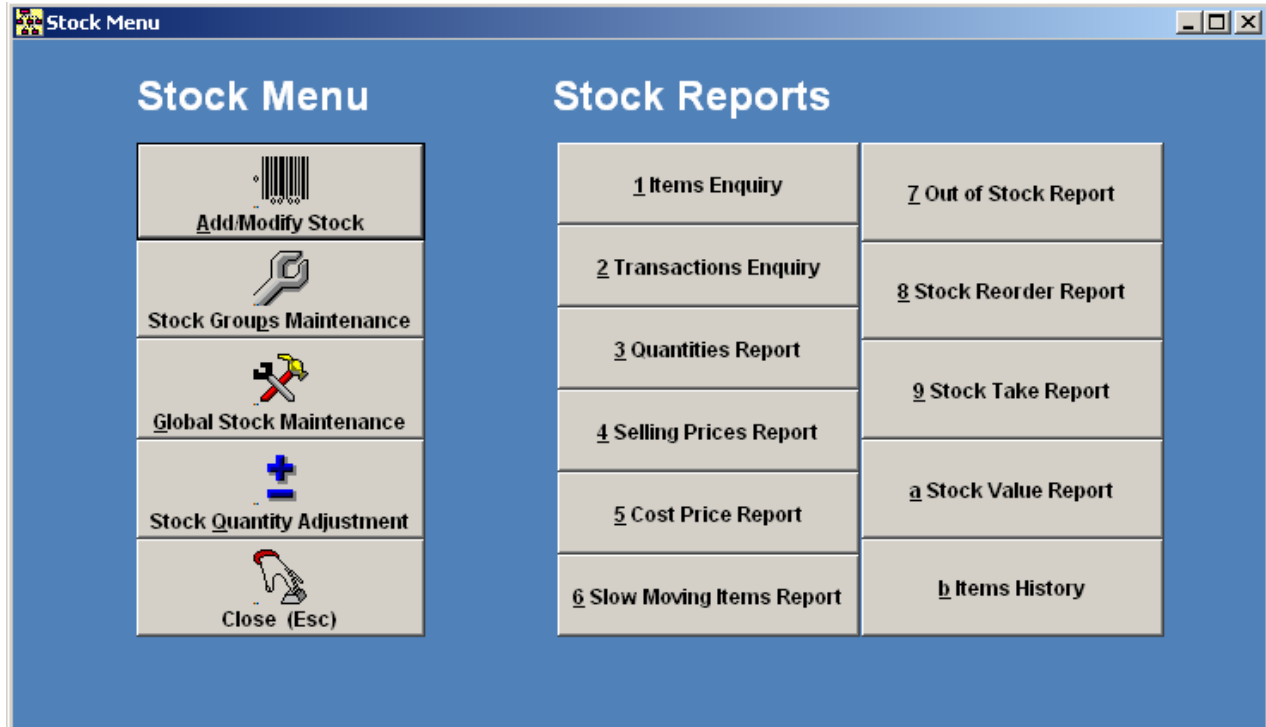|	
From Date	Start date.
To Date	End date*.*
Show 0 Sales	Check if you want zero sales included in the report.

Stock Menu

Use the stock menu to add, modify and delete stock cards and service items, and to produce stock related reports.

Function Keys

The two most important function keys that are active in the stock menu are:

> **F9**   enquire on items by stock code or part number
> **F10**   enquire by stock description or part name

Add / Modify Stock

Select **Stock Cards** to add, modify or delete a stock or service item. All items in stock must have a stock card including physical items as well as service items.

Part Number	Enter the item part number or barcode. This field must be entered. The item number can have up to 15 alphanumeric characters in length. Note that '*' and '.' cannot be used as the first characters of the part number.
Part Name	Enter the item name. This field must be filled.
Other Details	This is an optional field to enter extra details for an item.
Default Supplier	Enter the default supplier. The supplier name must exist. For further information on entering suppliers, refer to **Purchase Menu**, **Add/Modify Suppliers** later in this User Guide.
Notes	Enter any other notes.

Track Serial Numbers

　　　　　Tick this option to allow the system to track serial numbers when this item is sold and bought.

Print Other Details On Invoice

　　　　　Check if you want other details to be printed on the invoice.

Stock Item / Service Item / Package

　　　　　Select one to identify the item.
　　　　　Selecting **Service Items** does not decrease stock levels.

Select **Package** where one item contains other items; this will activate the **Package Contents** tab for you to enter the item details.

Inactive   If the item is not to be used and not to be included in reports, check this box.

Details Tab:

Retail Price $	Enter the retail price of the item.
Retail Qty	Enter the quantity that applies to the retail price. This field is used when the client is on quantity discount.
Trade Price $	Enter the trade price of the item.
Trade Qty	Enter the quantity that applies to the trade price.
Wholesale Price $	Enter the wholesale price.
Wholesale Qty	Enter the quantity that applies to the wholesale price.

The information on the right of the screen is updated through the stock transactions (Sales and Purchases) and cannot be changed manually.

To start entering quantities in stock, you must use purchasing with the supplier as '*Brought Forward Stock*'

Stock Group	Use this field to enter items under different groups (such as Drinks, Food, etc.). The purpose of the stock group is to allow you to track how each group has performed.
Bin Location	Optionally, use this field to locate the stock in a large store.
Tax Code	Choose the tax details from a drop down list.
Sales Account	Choose an optional sales account, if no account was chosen, the system will post the sale to the default sales account.
Purchase A/C	Choose an optional purchase account. This is useful in posting expenses such as telephone charges, electricity etc. to its' proper expense account. If left blank, the system will post the purchase to the default purchase account.
Reorder Level	Enter a minimum stock quantity value which if the stock level falls below this quantity, the system can report it.
Reorder Qty	Enter the quantity to order when the level falls below the minimum stock level.
On Special	Enter an optional special discount price.
From	Enter the dates over which the special
To	discount price is to be available to customers.
Last Cost	Enter the last item cost for a new item.

History Tab:

This displays a 2 years performance of each item.

Click the buttons on the right hand side to scroll up and down one year or one month.
Click on the print button at the bottom to print the stock card.

Equivalent Part Numbers Tab:

This allows you to enter several suppliers' part numbers for equivalent parts you buy from different suppliers.
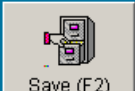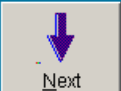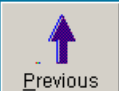
Each line item on the list represents an alternative supplier for the part specified in the fields at the top of the screen.

No.   This is just a line item number. Each line is numbered off starting with 1 at the top.

Part Numbers   The alternative supplier's own part number.

Supplier Name   The name of the alternative supplier.

Last buy   The date you last purchased this part from this alternative supplier.

Cost   **The current price charged by this alternative supplier.**

Package Contents Tab:

The Package Contents tab is enabled only when Package is checked.
Each line item on the list represents one of a number of possibly different items
contained in the package. For example, a 486 computer can be supplied as a package
comprising several items such as processor box, monitor, keyboard, mouse, and so on.
These items will be shown as line items on this tab.
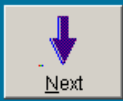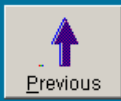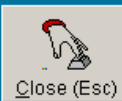
Part Number		The part number of the item in the package.
Description		The item's description.
Quantity		The number of these items supplied in a single package.
Cost $		The cost to you.
Sell $		The cost to your customer.
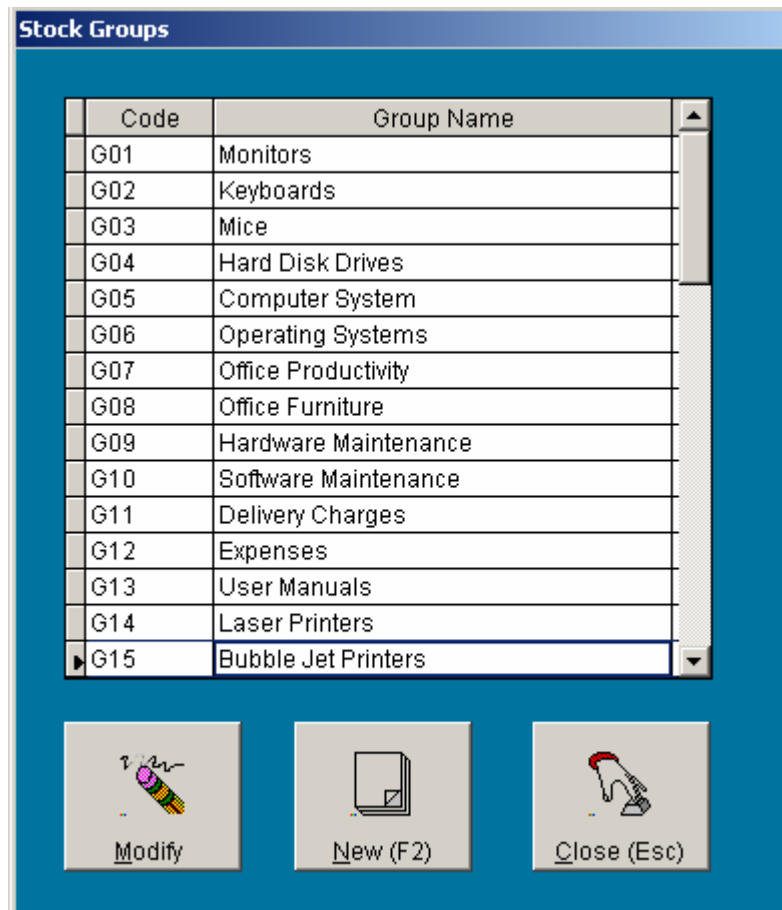
Stock Groups Maintenance

Select ***Stock Groups Maintenance*** to add, modify or delete from the group file. This file is used in conjunction with the stock file to group items into categories to make reporting easier.

Code	Group Name
G01	Monitors
G02	Keyboards
G03	Mice
G04	Hard Disk Drives
G05	Computer System
G06	Operating Systems
G07	Office Productivity
G08	Office Furniture
G09	Hardware Maintenance
G10	Software Maintenance
G11	Delivery Charges
G12	Expenses
G13	User Manuals
G14	Laser Printers
G15	Bubble Jet Printers

Modify   New (F2)   Close (Esc)

Select ***New*** to add a new group.
Select ***Edit*** to change the details of an existing group.
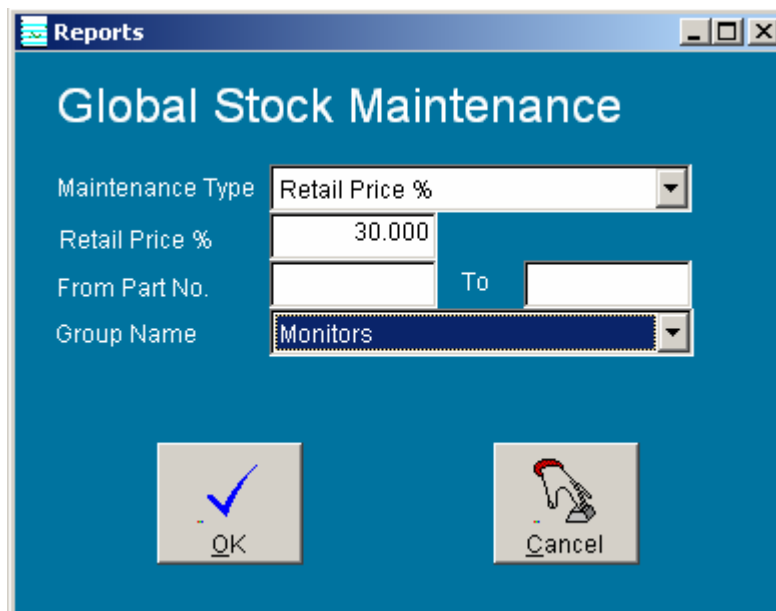
Code	The alphanumeric group code.
Group Name	The Group Name.

Global Stock Maintenance

Select *Global Stock Maintenance* to change reorder levels, reorder quantities, prices, tax codes, raise prices by a percentage, and so on over a range of part numbers, or one group code in a single operation.

Maintenance Type	Select one of the following from the dropdown list according to the type of maintenance you want to do:
	Re-Order Level
	Re-Order Quantities
	Retail Price %
	Trade Price %
	Wholesale Price %
	TAX Code
	Discount%
From Part No.	The first part number you want this to apply to.
To Part No.	Enter a combination of part numbers and group code
Group Name	to restrict the range to those parts you want to maintain.

Stock Quantity Adjustment

Select **Stock Quantity Adjustment** to change the stock quantities on a specified range of part numbers or a group.

From Part No.	First part number of the range.		
To Part No.	Use a combination of part numbers and group codes		
Group	to restrict the part numbers to what you want.		
Bin Location	This is an alternative way to select a range of parts.		
Post to Account	Enter an account name or number of the account to be used for posting on these parts. This is validated against the *Accounts List*.		

Item list:

Part No.	The part number and items details are displayed to show you
Item Details	which parts you are working with.
Qty on Hand	The quantity is recalculated when you change **Counted.**
Counted	Change this field to the actual stock count.
Difference	The difference is recalculated when you change **Counted.**

Select **Save (F2)** to save the updated stock quantities.
Select **Cancel (Esc)** to close the screen without saving.

Stock Reports

All Stock Reports can be sent to screen, printer, or file according to what you select after filling out the fields on each report request screen.

NOTE: In the list of reports following, many of the report request screens have relatively few fields and follow a repetitive pattern. For this reason, some of the screen shots have been omitted.

Item Enquiry

Description: Report on the sale or purchase of an item over a specified time span.

Report request screen fields:

Item Details	Enter the item details you wish to the report for Use ***F9 Search Part No*** to enquire on item code, and ***F10 Search Part Name*** to enquire on item details.
Stock Group	Choose Group, or leave blank for all groups.
From Date	Start date for the report.
To Date	End date for the report.
Sales / Purchase	Sales will report the sales transactions Purchase will report the purchase transactions
Detail / Summary	Select according to the level of detail you want.

Transactions Enquiry

Description: Report showing the transactions of all items over a specified time span.

Report request screen fields:

From Date	Start date for the report.
To Date	End date for the report.
Sales / Purchase	Sales will report the sales transactions
	Purchase will report the purchase transactions

Quantities Report

Description: Report of stock items and their current quantities in stock, for a specified range of part numbers.

Report request screen fields:

From Part No.	Enter first part number.
To Part No.	Enter last part number.
Group	Enter a group code to report on.
	Leave this field blank for all groups.
Sort Order	Select from the dropdown list:
	- Group & Part Number
	- Group & Details
Include 0 Qty	Check this option if you want to include stock with a zero quantity in the report.

Selling Prices Report

Description: Report of the selling prices of the stock items.

Report request screen fields:

From Part No.	Enter first part number.
To Part No.	Enter last part number.
Group	Enter a group code to report on.
	Leave this field blank for all groups.
Sort Order	Select from the dropdown list:
	- Group & Part Number
	- Group & Details
Include 0 Qty	Check this option if you want to include stock with a zero quantity in the report.

Cost Price Report

Description: Report of the last and average cost of stock items, sorted by item code.

Report request screen fields:

From Part No.	Enter first part number.
To Part No.	Enter last part number.
Group Code	Enter a group code to report on. Leave this field blank for all groups.
Sort Order	Select from the dropdown list: - Group & Part Number - Group & Details

Slow Moving Items Report

Description: Report on all items that have not been sold after a specified date.

Report request screen fields:

From Part No.	Enter first part number.
To Part No.	Enter last part number.
Group Code	Enter a group code to report on. Leave this field blank for all groups.
Sort Order	Select from the dropdown list: - Group & Part Number - Group & Details
Last Sold Date	Enter the date in which the items have not been sold after.

Out Of Stock Report

Description: Report of all items where the stock quantities have fallen to zero or below.

Report request screen fields:

From Part No.	Enter first part number.
To Part No.	Enter last part number.
Group Code	Enter a group code to report on. Leave this field blank for all groups.
Sort Order	Select from the dropdown list: - Group & Part Number - Group & Details

Stock Reorder Report

Description: This report is used to list all of the items which it's quantities has fallen below the minimum order level.

Report request screen fields:

From Part No.	Enter first part number.
To Part No.	Enter last part number.
Group Code	Enter a group code to report on.
	Leave this field blank for all groups.
Sort Order	Select from the dropdown list:
	- Group & Part Number
	- Group & Details

Stock Take Report

Description: Also called the ***Stock Cost Report***. Lists the current stock quantities and prices.

Report request screen fields:

From Part No.	Enter first part number.
To Part No.	Enter last part number.
Group Code	Enter a group code to report on.
	Leave this field blank for all groups.
Sort Order	Select from the dropdown list:
	o Part Number
	o Item Details
	o Group & Part Number
	o Group & Details

Stock Value Report

Description: Displays the actual current stock take. You can display the stock take for either a specified group or all groups.

Report request screen fields:

From Part No.	Enter first part number.
To Part No.	Enter last part number.
Group Code	Enter a group code to report on.
	Leave this field blank for all groups.
Sort Order	Select from the dropdown list:
	- Group & Part Number
	- Group & Details

Items History

**Description**: History of sales and purchases of a specified range of items over a
              specified time span.

Report request screen fields:

From Part No.	Enter first part number.
To Part No.	Enter last part number.
Group Code	Enter a group code to report on.
	Leave this field blank for all groups.
From Date	Start date for the report.
To Date	End date for the report.

Purchase Menu

Use the purchase menu to enter Purchases, suppliers' details, purchases payments and purchases reports and analysis. There is no limit to the number of purchases, suppliers or their history.
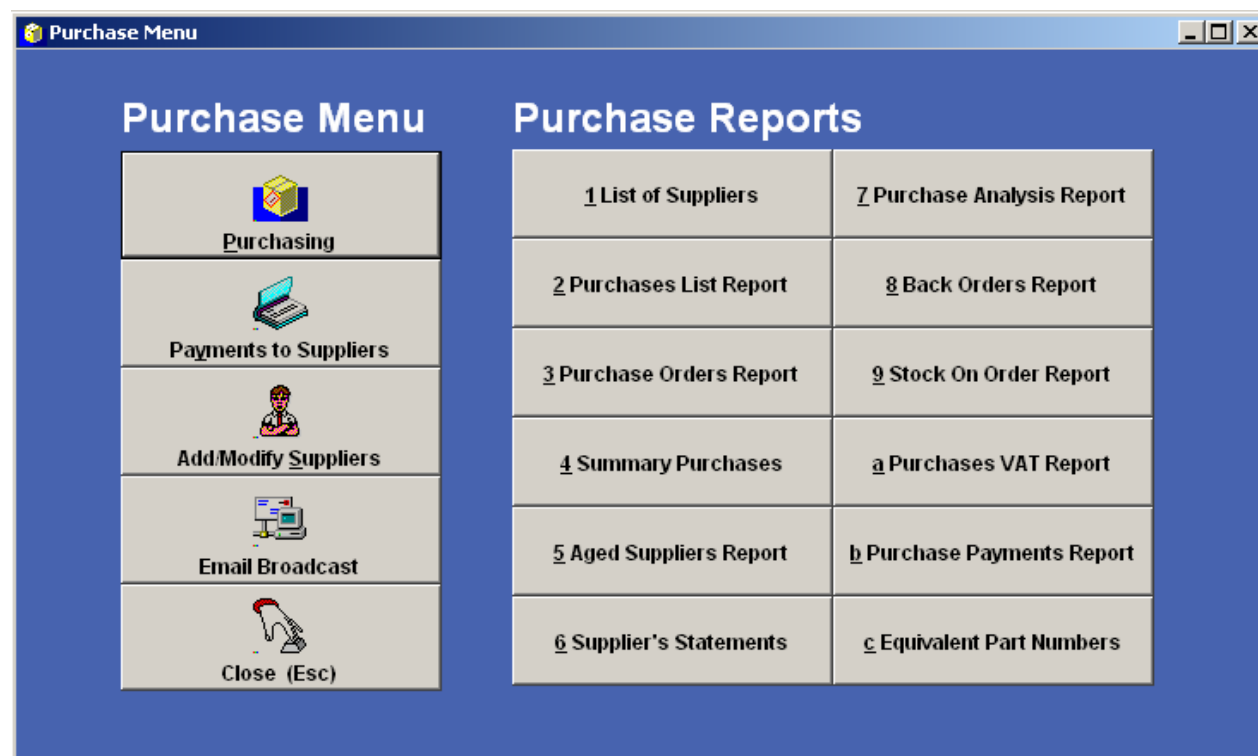
Purchasing

Select **Purchasing** to enter cash and creditor invoices or purchase orders. Once you have entered an invoice it will automatically update stock quantities, supplier statements, account files and supplier history file.

The following function keys are active in this screen:
- **F9**   Search the stock list by item code (item number)
- **F10**   Search stock file by item details

Part Number	Details	Quantity	B/Order	Amount $	VAT	Disc.%	Total $
ACC-MIC-PC	PC MICROPHONE	20	0	6.100	G	0.000	122.00
POWER/S-250	POWER SUPPLY 250W ATX	10	0	29.000	G	0.000	290.00
MOUSE-PS2	PS/2 MOUSE	50	0	17.000	G	0.000	850.00
*	A Non Stock Item	1	0	100.000	E	0.000	100.00
	3 Years Warranty With Above Parts	0	0	0.000		0.000	0.00
		0	0	0.000		0.000	0.00

Pur./Order	Select *Purchase* or *Order* from the dropdown list.	
	Hint: To change to a Purchase Order, hit the letter **O** key on this field.	
Number	<u>To enter a new number</u>, press **Enter** on the number field. A new entry with the next number in sequence will be created.	
	<u>To recall an existing number</u>, type in the old number. This entry will be recalled. You can then modify it or delete it.	
	NOTE: The number range is 1 to 99999999	
Date	The default is today's date. Change this at will.	
Ref_no	Enter the supplier's reference number.	
Salesman	Enter the Salesman's code.	

Supplier Details:

Code	Enter Supplier Code. If not found, the system displays the *Suppliers List* and you can scroll up or down and choose a supplier.
	Hint: If you cannot remember the supplier code, go down to the supplier name field and enter the supplier name or part of the name.
Name	Filled automatically from the Suppliers List. You
Address	may overtype/alter the details if you wish.
Terms	Enter Invoice trading terms (7days, 14 days etc.).
Delivery Details	Enter any additional details needed on the invoice/delivery docket.
Tax Inclusive	Controls whether or not tax is included in the price
Rate	The value in the amount field is multiplied by a factor that you enter in the *Rate* field, so allowing you to do currency conversions.
Balance $	These field details are
Crdt Limit $	calculated automatically
Available $	from the suppliers list.

Invoice or Order line item details:

Part Number	Enter the item part number. If only a part of the code is entered, you will be shown the *Stock List.* Choose one by pressing **Enter** on the desired item. To enter a non stock item, Enter a '*' in the code field and you will then be able to enter text in the item **Details** field.
Details	If you entered a valid code in the **Part Number** field, the item details will be filled automatically.
	If you entered a '*' in the **Part Number** field, you can type in the item description.
Quantity	Enter number of items or weight, etc.
B/Order	If the required quantity cannot be supplied due to lack of stock, the system allows you to enter a back order. Note that the back order option must be enabled. For further information refer to **Maintenance, System Setup, Sales**.
Amount $	This is calculated automatically, but you can override the price supplied by the system.
Tax	Enter a tax code, for example, 'G' for GST. Refer to **Maintenance**, **Tax File Maintenance** for further details.
Disc %	Enter the item discount.
Total $	Calculated automatically.

Other fields: With the cursor positioned on the part number field of a particular line item, these fields below display details about this part.

Bin	The part location in store.
On Hand	The quantity.
Total Qty	The total number bought.
Retail $	The Retail, Trade,
Trade $	and Wholesale currency values
W/Sale $	can be overtyped if you wish.
Subtot $	The subtotal, Tax, Paid
Tax $	and Total currency values
Paid $	will be recalculated
Total $	automatically.

Continue entering line items until the invoice or order is complete, then select either:

Save (F2)　　　　Save the invoice.

Print (F3)　　　　Saves and print the invoice.

　　　　Hint: ***Right mouse-click*** on ***Print*** to choose the destination - either a different printer or fax the invoice.

Email　　　　Saves the document and emails it to the supplier.

Delete (F4)　　　　Delete the invoice.

Exit (Esc)　　　　Discard any changes or additions to the invoice and position the cursor to the top.

Shift+F12　　　　Print labels.

Payment (F5)　　　　Pay or part pay. Selecting ***Payment*** allows you to enter the invoice payment or part payment. The payment screen will be displayed:

Payment No.	Filled automatically.
Date	The default is today's date. Change this at will.
Amount	Enter amount paid.
Payment Method	Select Cash, Check, Credit Card, etc, from the dropdown list.
Details	Enter the payment details.
Account	Enter the payable account. Type in either the account name or the code. This will be verified against the *Accounts List*.

Payments To Suppliers

Select **Payments To Suppliers** to pay a batch of invoices. Invoices can be fully or partly paid.

Payment No.	Payment Date	Supplier's Name	Amount $	Paid By	Details	Account	From Invoice Date	To Invoice Date
1	05/06/2003	AAPT TELECOMMUNICATIONS	500.00	AMEX	AMEX	Credit Cards	/ /	/ /

Outstanding Invoices

No.	Invoice #	Date	Total $	Paid $	Due $
1	1000446	02/12/2002	1100.00	0.00	500.00
2	1000448	02/12/2002	104.50	0.00	0.00
			1204.50	0.00	500.00

Save (F2)   Print (F3)   Email   Delete (F4)   Close (Esc)

Payment No.	<u>To enter a new payment</u>, press **Enter** on the *Payment No.* field, A new payment record with the next number in sequence will be created. <u>To recall an existing payment</u>, type in the old payment number. This payment will be recalled. You can then modify it or delete it. NOTE: The payment number range is 1 to 99999999
Payment Date	The default is today's date. Change this at will.
Supplier's Name	Enter the supplier's Name.
Amount $	Enter amount paid.
Paid By	Enter payment mode, Cash, Credit Card, etc, from the dropdown list.
Details	Enter the payment details. This field defaults to the payment mode. Change this at will.
Account	Enter the payable account. Type in either the account name or the code. This will be verified against the *Accounts List*. Enter **?** to obtain the list to select from.

Outstanding Invoices fields:
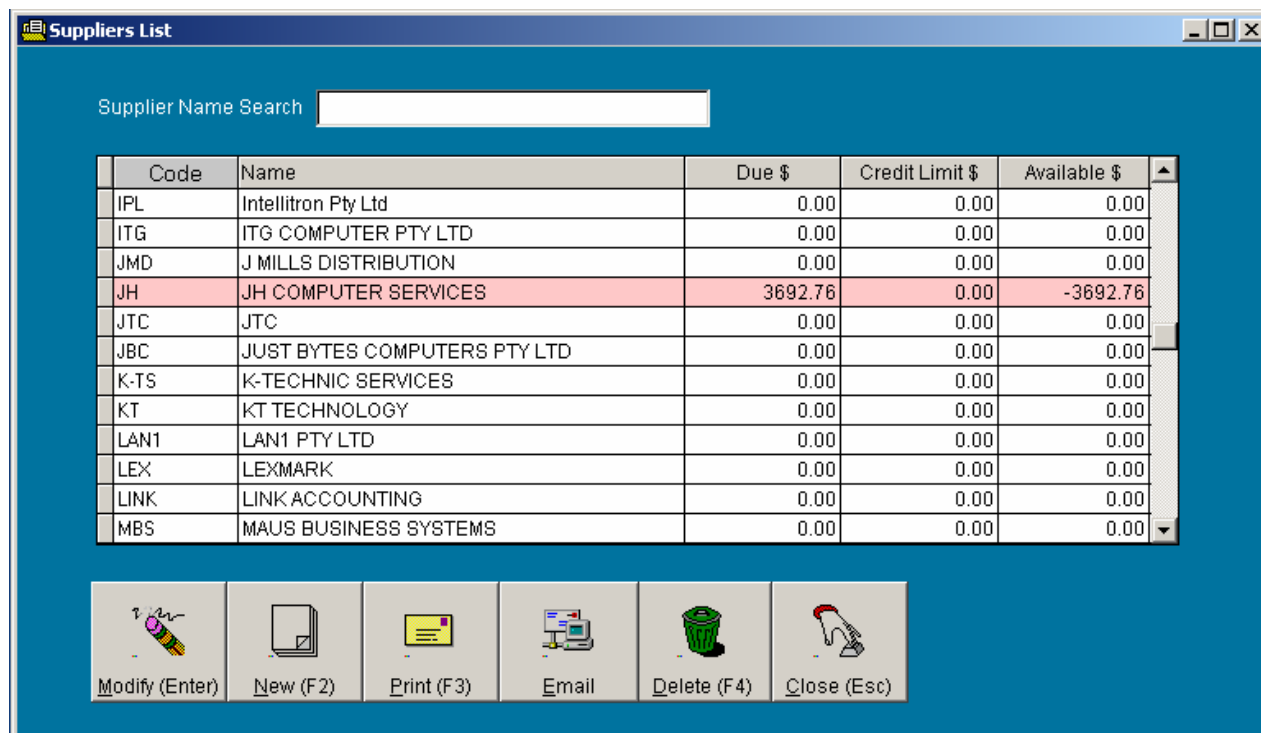
No.	This is just a line item number. Each line is numbered off starting with 1 at the top.
Invoice #	The invoice number as it was saved.
Date	The date of the invoice.
Total $	The total currency value outstanding on this invoice.
Paid $	This is what has been paid already.
Due $	Enter the amount being paid spread over the list of outstanding invoices. These can be part payments. The total of this column is displayed at the bottom right. This must agree exactly with the value in the ***Amount*** field on the left of the screen. If you try to save with the amounts not in agreement, you will receive a warning message.

Continue entering invoice payments on each line as required. When you have finished select either:

Save (F2)	Save the payment. Note that the total of this ***Paid $*** column must agree exactly with the value in the ***Amount*** field. The ***Save*** button is disabled until you have achieved this.
Print (F3)	Saves and print the payment. Hint: ***Right mouse-click*** on ***Print*** to choose the destination, such as a different printer
Email	Saves the payment and emails a Remittance Advice to the supplier.
Delete (F4)	Delete the payment.
Close (Esc)	Discard any changes or additions to the payment and position the cursor to the top.

Add / Modify Suppliers

Select *Add/Modify Suppliers* to add, modify or delete supplier details

Scroll the list and select the supplier record with your mouse.
To quickly find a supplier, simply start typing the supplier name. The list will
change to follow your entered information.

Select *Edit* to modify the details of an existing supplier. This will display the *Edit
Supplier Details* screen.

Supplier Code	Each supplier is given a code of up to six alphanumeric characters. This field must be filled.
Salutation	Mr., Mrs. etc.
Supplier Name	The name of the company or organization. This field must be filled.
Business No.	Business Number.
Address	The supplier's address.
Contact Name	Person you normally deal with.
Telephone	Enter telephone number
Mobile	Enter Mobile number
Fax	Enter Fax number
Email	Enter email address
http://	Enter web page address, pressing ***http://*** tab will open web page.
No Bulk Email	Tick to remove from bulk email list when email broadcasting.
Remarks	Any useful information.
Payment terms	COD, 7,14, 30 days, etc.
Credit Limit	Enter the credit limit amount before the system issues a warning.
Other fields:	
Purchases $	Snapshot of your trading
Due $	history with that supplier.

Select **Save** to save the changes. This will return you to the previous screen.

To add a new supplier, select **New (F2)** from the *Suppliers List* screen. The *New Supplier* screen will be displayed for you to enter the details. This screen is similar to the *Edit Supplier Details* screen.
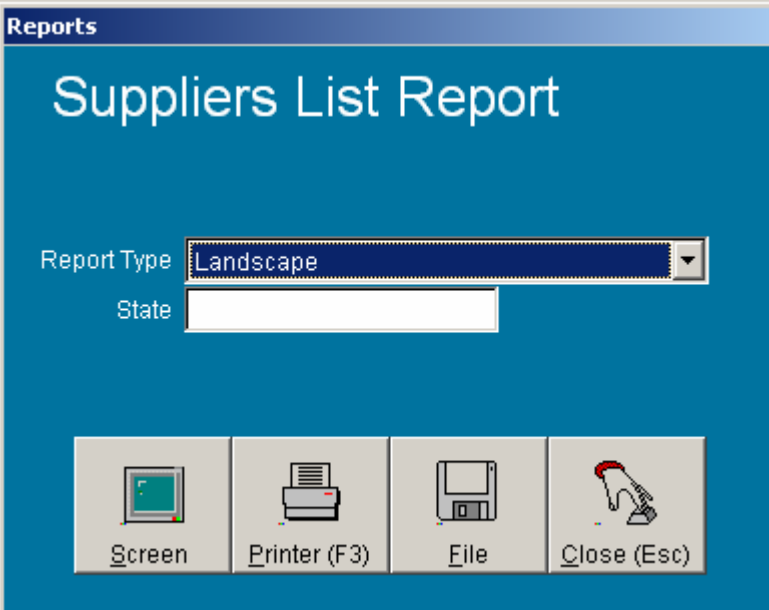
Purchase Reports

All Purchase Reports can be sent to screen, printer, or file according to what you select after filling out the fields on each report request screen.

NOTE: In the list of reports following, many of the report request screens have relatively few fields and follow a repetitive pattern. For this reason, some of the screen shots have been omitted

List of Suppliers

Description: List of suppliers in either as a landscape or portrait.
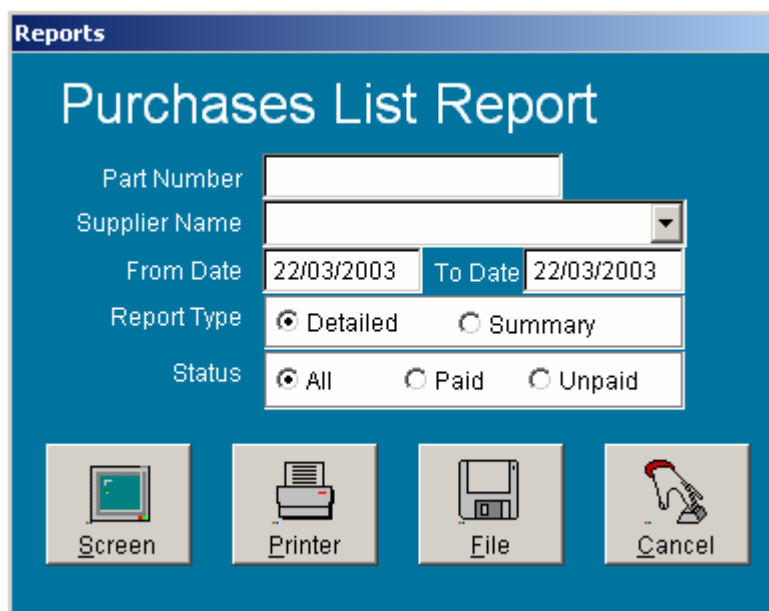

Report request screen fields:

Report Type :   Choose either a landscape or portrait
State   State Code or leave blank for all states.

Purchases List Report

Description: List of purchase invoices over a specified time span, for one or more suppliers.

Report request screen fields:

Part Number	Enter a part number and/or supplier name to filter
Supplier Name	the data for the report. Leave either or both fields blank for all parts and/or all suppliers.
	HINT: Right mouse click on supplier name field to get a supplier list.
From Date	Start date for the report.
	HINT: Right mouse click on any date field and select a date interactively from a calendar.
To Date	End date for the report.
Report Type	Select *Detailed* or *Summary* according to the level of detail you want.
Status	Choose purchases status.

Purchase Orders Report

Description: List of purchase orders over a given time period.

Report request screen fields:

Part Number	Enter a part number and/or supplier name to filter
Supplier Name	the data for the report. Leave either or both fields
	blank for all parts and/or all suppliers.
From Date	Start date for the report.
To Date	End date for the report.
Report Type	Select *Detailed* or *Summary* according to the level of detail you want.

Aged Suppliers Report

Description: List of suppliers with amounts owing categorised into current, 30, 60 and 90+ days periods.

Report request screen fields:

For the Period	Select the month and year to report on.
State	Enter a state code or leave blank to report on all states.
Include addresses	Check if you want the report to include addresses.
Show 0 Balance	Check if you want the report to include zero balances.

Supplier's Statements

Description: Detailed supplier's statements showing all outstanding invoices and the payments made over a specified time period.

Report request screen fields:

Name	Enter the supplier name if you want to report on only one supplier, or leave blank to report on all suppliers with outstanding invoices. This will fill the list below with suppliers accordingly.
From Date	Start date for the report.
To Date	End date for the report.
Include Paid Invoices	Check to include payments made during the report period, Uncheck to list outstanding invoices only.
Detailed Statement	*Check* for a detailed statement showing the payments.
Notes to Appear on Statement	Notes entered here will appear on the report.

Columns on the list of suppliers:

Leftmost column	Include or exclude suppliers for the report by checking or unchecking each supplier. Hint: To uncheck all checked suppliers, right mouse click on the header of the left column. To check all suppliers with outstanding invoices, left click header.
Name	Details filled automatically to
Phone	help you identify the suppliers.
Current Balance $	Shows current outstanding balance.

Purchase Analysis Report

Description: Purchases analysis over a specified time period, broken down by each purchase department.

Report request screen fields:

From Date	Start date for the report.
To Date	End date for the report.

Back Orders Report

Description: List of back orders sorted by either part number or supplier.

Report request screen fields:

Part Number	Enter a part number and/or supplier name to filter
Supplier Name	the data for the report. Leave either or both fields blank for all parts and/or all suppliers.
Sort Order	Select *Part Number* or *Supplier Name* depending on the order you want the report in.

Stock On Order Report

Description: Also called the *Purchase Orders Report*. List of items on order.

Report request screen fields:

From Part No	Restricts the report to a specified range
To Part No	of part numbers, or leave blank for all.
Group Code	Restricts the report to one group or leave blank for all groups.
Sort Order	Select from the dropdown list: - Group & Part Number - Group & Details

Purchases Tax Report

Description: Tax paid over a specified period of time, on either cash or accrual basis, detailed or summary.

Report request screen fields:

From Date	Start date for the report.
To Date	End date for the report.
Detailed or Summary	
Cash or Accrual	

Purchase Payments Report

Description: List of payments and the way they were allocated on invoices. It is primarily used to verify payments entered.

Report request screen fields:

Supplier	Select a supplier from the dropdown list (or type in the supplier code or name). Leave this field blank for all suppliers.
From Date	Start date for the report.
To Date	End date for the report.

Summary Purchase Report

Description: List of purchases over a specified period of time.

Report request screen fields:

For the Period	Select month and year in each field to cover the
To the Period	period you want the report to cover.

Accounts Menu

Use the Accounts menu for the following operations:
- Change the chart of accounts
- Add or modify the accounting entries
- Perform accounts reconciliation such as bank reconciliation
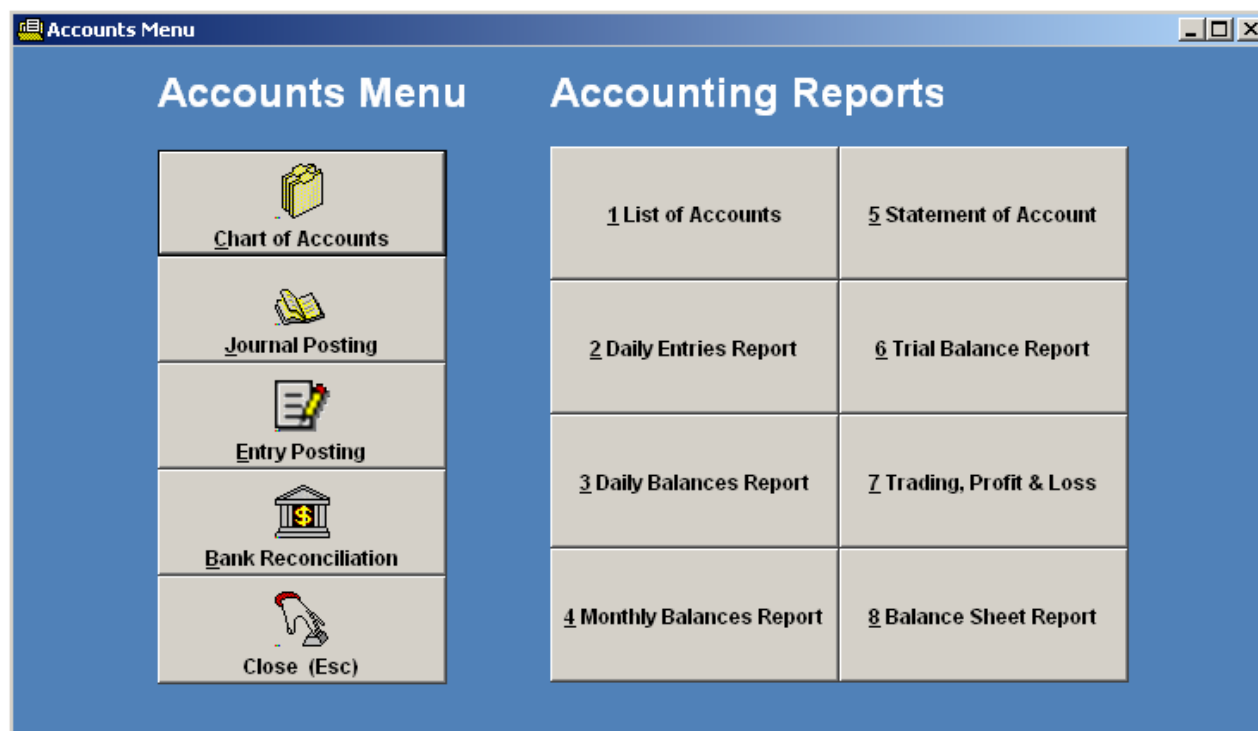- Produce accounting reports such as *Profit & Loss* and *Balance Sheet* reports.

Chart of Accounts

Select **Chart of Accounts** to display, add, modify or delete an account from the chart of accounts. Most chart of accounts are made of ten headings

Heading	Example:
1. Current Assets	Bank, cash in hand
2. Fixed Assets	Office Building
3. Intangible Assets	Shares, Goodwill
4. Current Liabilities	Creditors, Overdraft
5. Long Term Liabilities	Loans
6. Financed By	Shareholders, Capital
7. Sales	Cash Sale, Credit Sale
8. Cost of Sales	Purchases
9. Expenses	Advertising, Car Expenses
10. Other Income	Commission Received

Under each heading there are subheadings that can be added, modified or deleted.
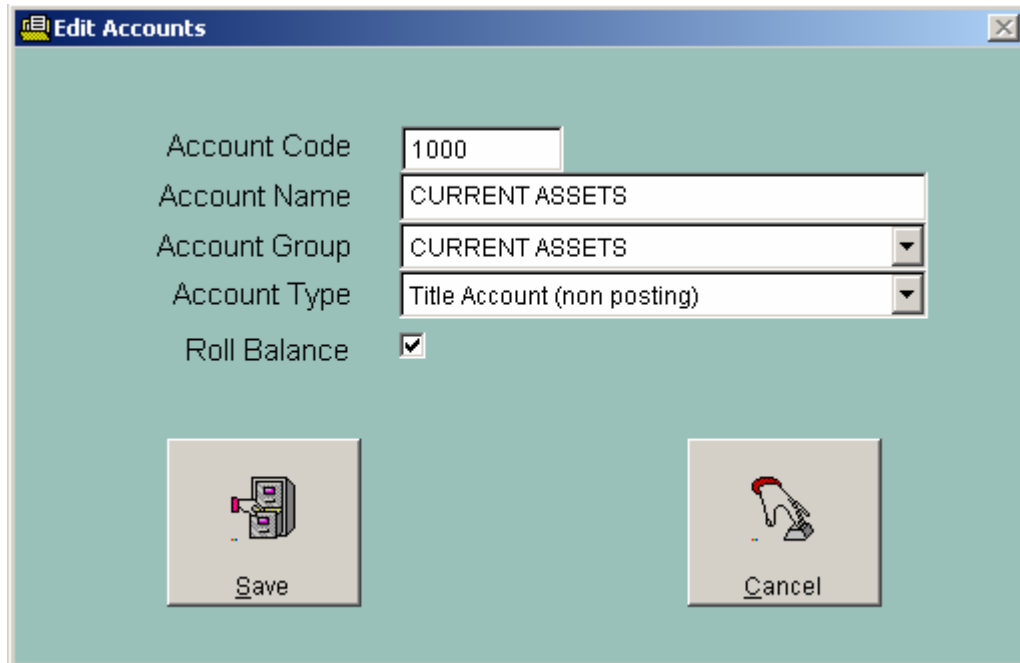
Code	Name	Type	Post_to	Group	Level	Roll
1000	**CURRENT ASSETS**	T		1	1	☑
1001	Cash Drawer	P		1	1	☑
1002	Bank Account	P		1	1	☑
1003	Petty Cash	P		1	1	☑
1100	Trade Debtors	P		1	1	☑
1101	Less Prov'n for Doubtful Debts	P		1	1	☑
1200	Stock on Hand	P		1	1	☑
1300	Prepayments	P		1	1	☑
1301	Deposits Paid	P		1	1	☑
1302	Voluntary Withholding Credits	P		1	1	☑
2000	**NON CURRENT ASSETS**	T		2	1	☑
2001	Plant & Equip - at Cost	P		2	1	☑
2002	Plant & Equip - Accum Dep'n	P		2	1	☑
2010	Fixtures & Fittings - at Cost	P		2	1	☑

Edit   New   Delete   Close [Esc]

Select Account screen fields are displayed to help you find and identify any that need to be changed:

Code	Each account must have a unique code.
Name	The name of the account.
Group	The group this account is in. Groups are numbered 1-11.
Type	**T**=Title **H**=Header **P**=Posting
Roll	Roll the account balance at the end of the accounting year.

To modify an account, use the up and down arrow keys to position the cursor on the account you want and press the **Enter** key or select **Edit**. This will display the *Edit Accounts* screen.

Make the required changes by typing in the *Edit Account* screen fields:

Account Code	Up to six characters to uniquely identify the account.
Account Details	Account name.
Group	Account group 1 to 11.
Type	H = account that cannot be posted to
	P = posting account such as 'Bank Account'
Roll Balance	Y = Balance Sheet Accounts (1 to 6) to carry them forward to next year.
	N = Trading, Profit & Loss Accounts. When you roll the balance of an account, it will show in next year's balances as a starting balance for the following year.

When you have made the required changes, select one of the following:

Save	Save the changes and return to the previous screen.
Cancel	Abandon the changes without saving and return to the previous screen.

To add a new account, select **New**. This will display the *Add New Account* screen which is similar to the *Edit Account* screen.

To delete an account, use the up and down arrow keys to position the cursor on the account you want and then press the **Delete** key or select **Delete.**
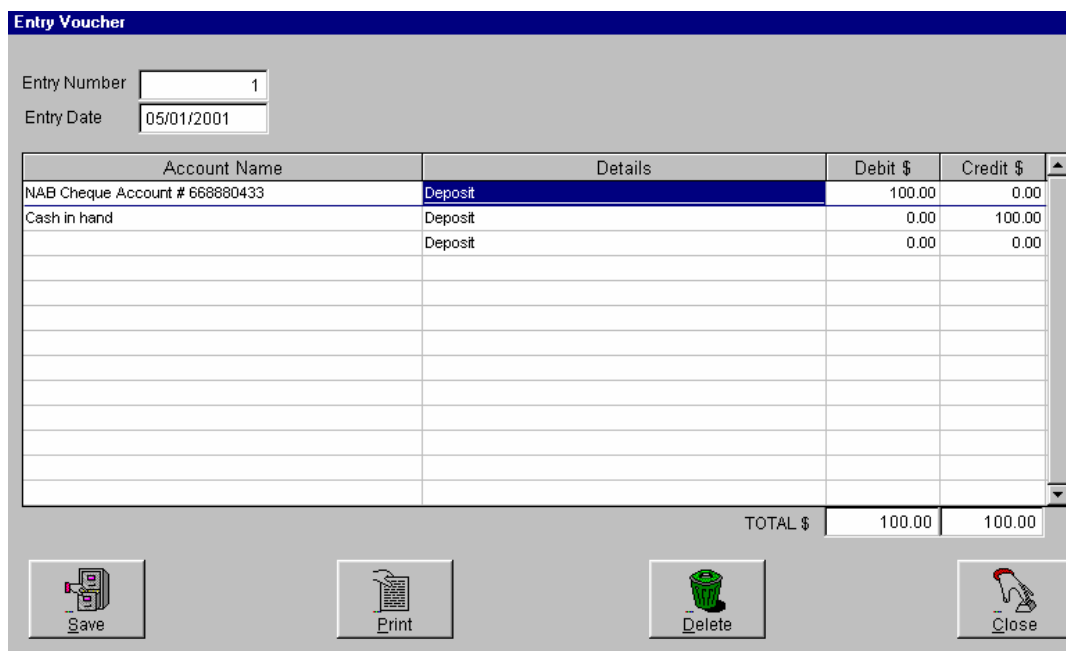
Journal Posting

Select **Journal Posting** to post the noncash transactions that occur in the business. The posting has two sides, the *Account Name* and *Current Balance* fields at the top of the screen show one side and the accounts on the screen listing below represent the other side.

Journal Voucher				
Journal Number	2			
Account Name	NAB Cheque Account # 668880466		Current Balance $	21706.41
Account Name	**Details**		**Date**	**Amount $**
Cash in hand	Deposit		05/01/2001	100000.00
	Deposit		05/01/2001	
			TOTAL $	100000.0

Save   Print   Delete   Close

Journal Voucher screen fields:

Journal Number	To create a new journal entry, press **Enter** on the *Journal Number* field. A new journal entry with the next number in sequence will be created. To recall an existing journal entry, type in the old journal number. This journal entry will be recalled. You can then modify it or delete it.
Account Name	Enter either the account number or the account name, if the system cannot find the entry, it will display the chart of accounts. You can then choose the account you want by pressing **Enter** on the account.
Current Balance $	The balance of the top account.

The following assumes you are entering transactions on a journal entry. If you have recalled an old entry, you will be able to deduce from the following how to modify transactions.

All the following transactions will affect the selected account, so if the amount entered is positive, it will add to the account balance, if negative it will subtract from it.

List columns in the *Journal Voucher* screen:

Account Name   If you can't remember the account number, then enter the account name. If the system finds the name it will display it and the cursor moves to the details field.

Details   Enter the transaction details such as cheque number.

Date   Enter the date. The date must be within the correct accounting period, otherwise you will be warned. If you need to change the accounting period use **Control+F10**.

Amount   Enter the currency amount, either positive or negative.

Continue entering transactions onto the list as required. When you have finished, select one of the following:

Save   Save the journal entry with the assigned number.

Print   Save and print.

Delete   Delete the journal entry. This is usually to delete an old entry.

Close   Abandon any changes and additions without saving.

Entry Posting

Select *Entry Posting* to post multiple entries to the accounts. It is usually used for non-direct cash transactions such as adjustments between two or more accounts.

Entry Voucher screen fields:

Entry Number	<u>To create a new entry</u>, press **Enter** on the *Entry Number* field. A new entry with the next number in sequence will be created.
	<u>To recall an existing entry</u>, type in the old entry number. This entry will be recalled. You can then modify it or delete it.
Date	Enter the date.
Account Name	Enter the account name or code. The column will be filled with the account name automatically.
Details	Enter the transaction details such as cheque number.
Debit $	Enter the currency amount in the **debit** side.
Credit $	Enter the currency amount in the **credit** side.
Total $	The computer keeps track of the running totals.
	Note: Before you can save the transaction both debit and credit amounts must be equal.

Continue entering transactions onto the list as required. When you have finished, select one of the following:

Save	Save the entry with the assigned number.
Print	Save and print.
Delete	Delete the entry. This is usually to delete an old entry.
Close	Abandon any changes and additions without saving.

Bank Reconciliation

Select **Bank Reconciliation** to reconcile the accounts entries such as cash or bank.

There is a temporary account used to hold all cash, check, and credit card income. This is a very effective method of keeping track of the bank account. This account is called '*Cash on Hand*'. The balance of the *Cash on Hand* account must be zero after depositing the period's income into the bank. This way, your bank statement will always match your computer generated bank statement.

Accounts Reconciliation screen fields:

    Account   Enter either the number or name of the account you need to reconcile.

Once a valid account number has been entered, the account and all its non-reconciled transactions with the debits and credits will be displayed on the list part of the screen.

Note that when reconciling the bank statement, the debit and credit sides appear reversed. This is normal and should be this way because the bank's statement is showing the transactions from the bank's point of view.

To reconcile a transaction, check the leftmost column of the transaction with a mouse click or by pressing the space bar. The totals at the bottom will be adjusted accordingly.

When all the transactions have been reconciled, select one of the following:

    Save   Save the reconciled accounts
    Print   Print and save
    Delete   Un-checks all checked items.
    Close   Close the screen without saving. This will *not* restore the checked items.

Once saved, the reconciled transactions will not appear on this screen the next time unless that transaction was modified or re-entered.

Accounting Reports

All accounting reports can be sent to screen, printer, or file according to what you select after filling out the fields on each report request screen.

NOTE: In the list of reports following, many of the report request screens have relatively few fields and follow a repetitive pattern. For this reason, some of the screen shots have been omitted

The accounting reports are used to keep track of the accounting position of the business.

List Of Accounts

Description: Chart of accounts.
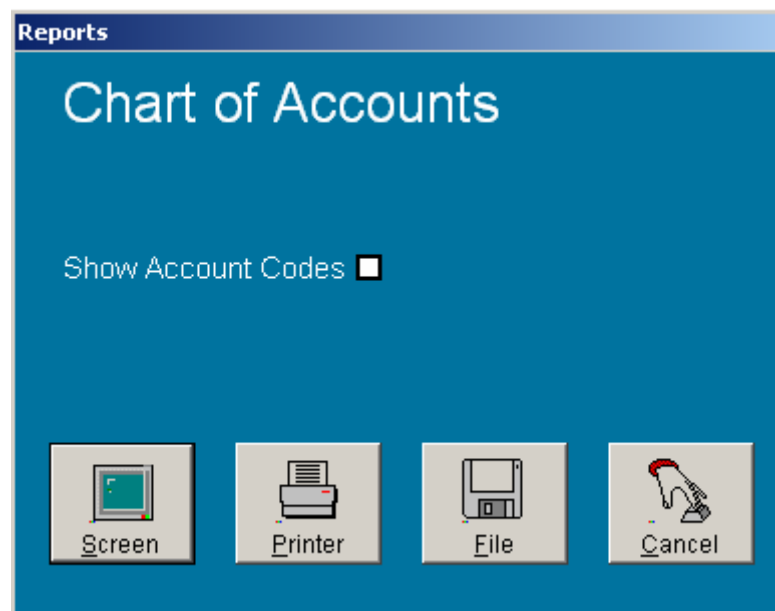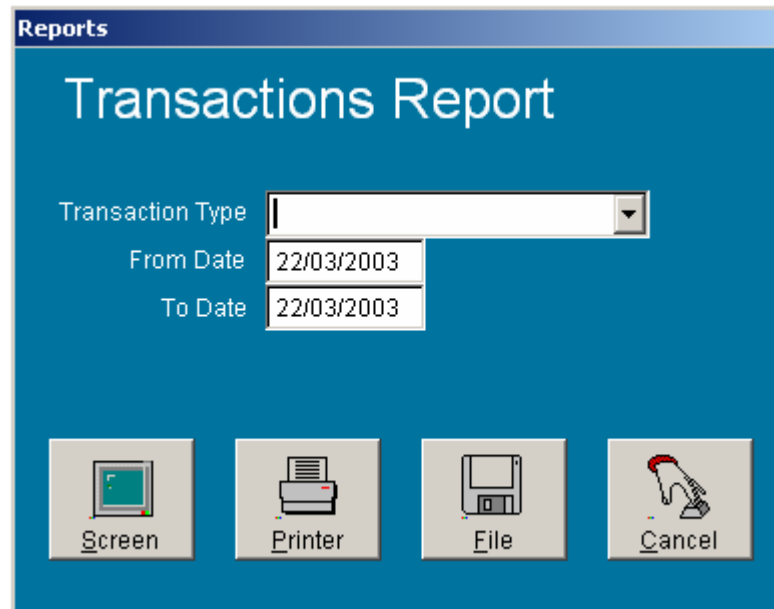
Report request screen fields:
> **Show Account Codes** Check this box if you want the report to include this information.

Daily Entries Report

Description: Listing of detailed daily entries over a specified time span, for one or all transaction types.

Report request screen fields:

Transaction type	Select from the dropdown list, or leave blank for all types of transaction.
From Date	Start date for the report.
To Date	End date for the report.

Daily Balances Report

Description: List of debit and credit daily balances of posting accounts

Report request screen fields:

From Account	Starting account code for the report.
To Account	Ending account code for the report. Leave this field blank for only one account.
From Date	Start date for the report.
To Date	End date for the report.

Monthly Balances Report

Description: Monthly credit and debit balances of the posting accounts for the entire accounting year.

Report request screen fields:

From Account	Starting account code for the report.
To Account	Ending account code for the report. Leave this field blank for only one account.
For the Year	Select the year for the report.
No. of Months	Enter the number of months the report is to cover.

Statement Of Account

Description: All transactions for an account over a specified period of time.

Report request screen fields:

From Account	Starting account code for the report.
To Account	Ending account code for the report. Leave this field blank for only one account. If you include more than one account, the system produces the statements in account order.
From Date	Start date for the report.
To Date	End date for the report.
Show Zero Balance	**Y** if you need to show accounts that had no transaction **N** if not.

Trial Balance Report

Description: Report to check the total balance of the accounts chart.

Report request screen fields:

For the Period	Select the month and year the report is to cover.
Show Zero Balance	Check if you want to show accounts with a zero balance.
Show Account Codes	Check if you want the report to include account codes.
Show Dr.&Cr. Sides	Check to show the debit and credit sides, uncheck to show the balance.

Total debits must equal to total credits, if not, the cause may be :

1. The total balance offset is not zero at the entry of the starting balances. Correct the starting balances to get zero offset.
2. Unexpected system shutdown. To fix, select **Maintenance**, then **File Re-index**, and re-index and repost all files.
3. Wrong account code numbering. To fix, renumber the account code in a logical manner.
4. Posting to a Heading account. To fix, delete that particular posting.

Trading /Profit Loss Report

Description: This report is used to find out the gross and net profit/loss incurred during a specified period of the accounting year.

Report request screen fields:

For the Period	Select the month and year the report is to cover.
Show 0 Balance	Check to view the accounts with a zero balance, uncheck to suppress them.
Show Account Codes	Check if you want account codes.

Balance Sheet Report

Description: The net worth of the business.

Report request screen fields:

For the Period	Select the month and year the report is to cover.
Show 0 Balance	Check to view the accounts with a zero balance, uncheck to suppress them.
Show Account Codes	Check if you want account codes.

Diary

The diary comprises three sections:

Appointments

The *Appointments* section has the headings **Time** and **Details** and occupies the left side of the screen. This area displays appointments and notes that apply for the particular date selected on the interactive calendar. To enter appointments, you do not type directly into these fields, but use the **New** push button. Refer to **Push Buttons** further on in this section for more information on how to enter appointments.

Notes

The *Notes* section is positioned at the top right. You can type directly into this area. Unlike the pages of a paper diary, what you write in here is displayed regardless of the date selected on the Interactive Calendar. This means that your notes are always visible.
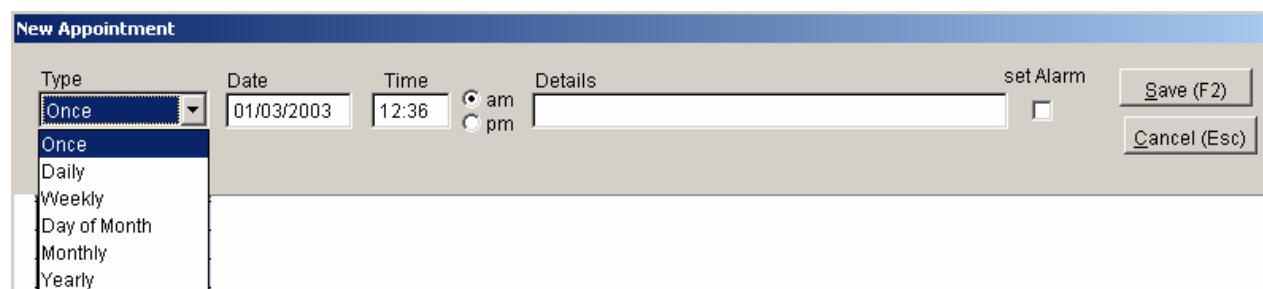
Interactive Calendar

The interactive calendar is positioned at the bottom right. When you first go to the Diary, today's date is selected. To view your appointments for other dates, select the date interactively using your mouse.

Push Buttons

New

<u>To add an appointment</u>, select **New**. The *New Appointment* screen will be displayed. Enter the appointment details.

New Appointment screen fields:

> **Type**   Select from the dropdown list. The choices are:
>   * **Once**   The appointment occurs once only, not regularly.
>   * **Daily**   The appointment occurs every day at this time.
>   * **Weekly**   The appointment occurs every week on this day.
>   * **Day of Month**   The Appointment occurs on a certain day of month**.**
>   * **Monthly**   The appointment occurs on this date every month.
>   * **Yearly**   The appointment occurs on this date every year.
> **Date**   The date defaults to today's date *regardless of the date selected on the interactive calendar*. Change this to your appointment date.
> **Time**   Enter the time of your appointment.
> **Details**   Type the appointment details. You can type in up to 50 characters.

Today

Pressing this button takes the user back to today's date.

Search

You can search for any string of text in the appointments file .

List

The list can be sorted by appointment type for a range of dates.

Close (Esc)

Closes the Diary and returns you to the main menu.

Telephones

Use Telephones to find, add, modify, or delete entries in your telephone directory.

The directory allows you to record the following information in each entry:
Name, Address, Phone number, Mobile number, Fax number and Email address

Add New (F2)   Add a new entry.

Type in the required details and select **Save** to save the entry, or select **Cance**l to abandon the details without saving. This will return you to the *Telephone Directory* screen where you will see the new entry, if saved, displayed along with the old ones in name order.

Print (F3)   Position the cursor on the *Telephone Directory* at the entry you wish to print, then select **Print** or hit **F3**. This will print the name and address details on an envelope.

Delete (F4)   Position the cursor on the *Telephone Directory* at the entry you wish to delete, then select **Delete** or hit **F4**. This does not actually delete the entry, but moves it to the end of the list, prefixing the name with a tilde (~). For example, if you delete an entry for *John Doe*, it will be renamed to *~John Doe*.

To restore a deleted entry, search at the end of the list for (example) *~John Doe.* Then use ***Modify (F6)*** to change the name back to *John Doe.*

Email   Choose this option to email the person in the directory entry
Broadcast   Choose this option to bulk email all the entries in the telephone directory.
                   (Refer to Clients Email Broadcast for instructions)
Modify (F6) Position the cursor on the *Telephone Directory* at the entry you wish to
                   change, then select ***Modify*** or hit ***F6***. This will display the *Modify Directory
                   Entry* screen (similar to the *Add New Entry* screen) with the details in the
                   appropriate fields. Change these at will, then select ***Save*** to save the
                   changes, or ***Cancel*** to abandon the changes without saving.

Please note that under the Group field, you can group your entries any way you wish, by either text or numbers. This field will be used to filter out emails and printouts.

Close (Esc) Close the telephone directory and return to the main menu.

Maintenance

Use the Maintenance Menu for the following:
- Set preferences and customize the system to your requirements. Example: set the currency symbol.
- Fix problems that may occur following abnormal shutdown of your computer. Example: after an unexpected power outage.

Files Reindex

Use Files Reindex under the following conditions:
- After an unexpected power blackout, surge, or brownout. This includes unintentionally turning off your computer without going through the normal shutdown sequence. If anything like this happens, you are strongly recommended to reindex all files. Failure to do so may produce unexpected results.
- If the index files were deleted by mistake.
- After a data restore operation.
- If the system starts to behave strangely in any way. Typically, this could include not being able to find data that you know should be there.

General points:
1. Performing Files Re-indexing when it is not in fact required will **not** do any harm to your data.
2. It is better to re-index your files when it is *not* necessary than to risk not re-indexing when it *is* necessary.
3. The purpose of indexes is to provide fast performance and present your data to you in the correct order. The analogy is the index in the yellow pages, where only a few pages helps to you to rapidly locate what you want out of thousands of pages of data.
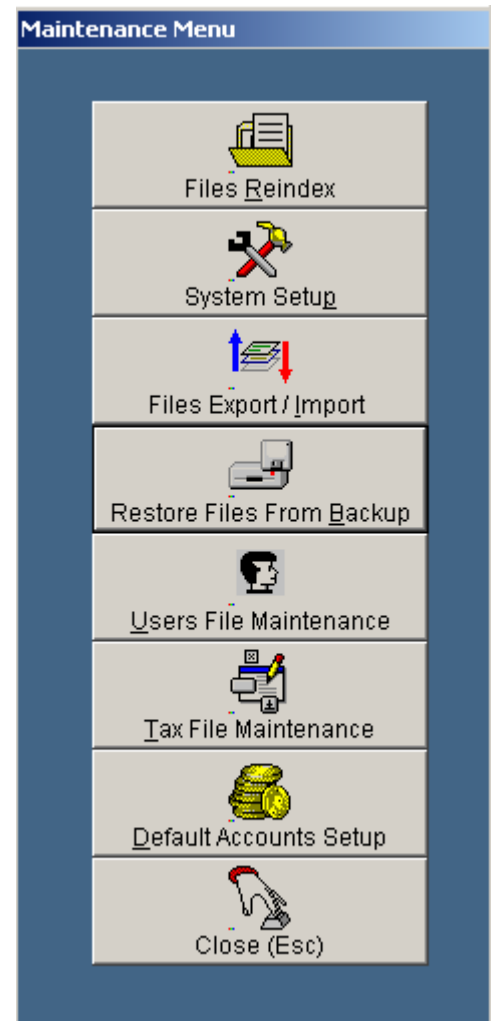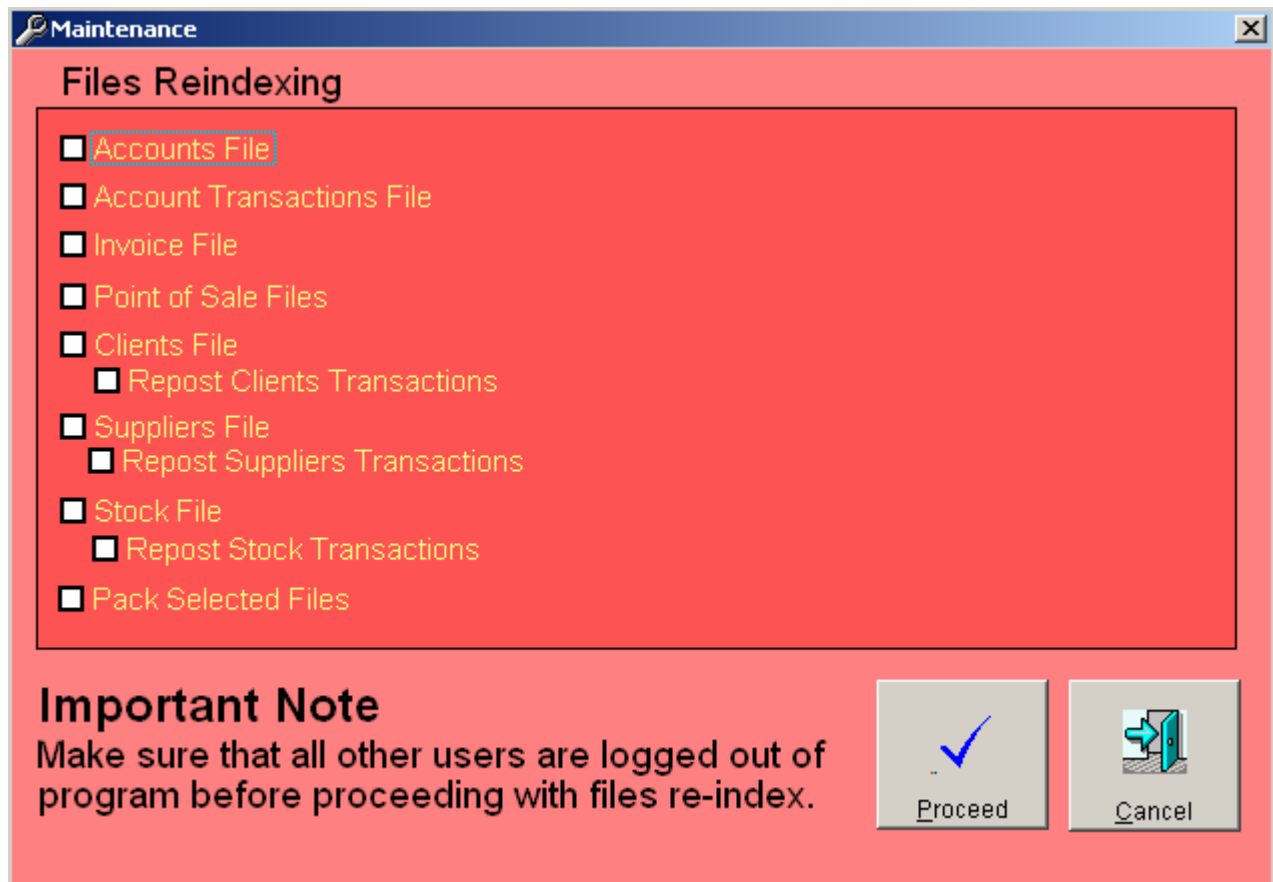
Sequence of operations:
1. You must be the only user signed on to Ezi Accounting. All other users, including people on a network, must sign off Ezi Accounting.
2. Select the file or files you think may need to be re-indexed, or select all after abnormal shutdown, by checking boxes appropriately.
3. Select **OK** to start the re-indexing. This may take several minutes depending on the amount of data stored and the speed of your computer.
4. Do not interrupt your computer until you see the **Indexing Done** message.

Choose **Pack Selected Files** if you need to remove all of the deleted information from the database.

Files Import / Export

This menu item allows the import or export of data to and from the database files used by the system.

EXPORTING :

Data File to Export From : Choose the data file to export from.

Choose Data Fields Required : Choose the required fields by moving them to the box on the right.

Operation : Choose Export to export one of many database files to a number of different formats.

File Type : Choose the file type you are exporting to. Valid formats are EXCEL, CSV and TAB DELIMITED

File to Export To : The system fills in the default destination file, it uses the C:\TEMP folder to store the exported file. You can choose to accept this choice or change it to a different folder. Note that the file path and name must not contain any spaces, otherwise the export will fail and an error message generated. Once this is done, the system will display a grid with all of the data to be exported, you can choose to change the data in

the grid without affecting the database. You can also stop any row from being exported by simply clicking on the left most column and un-check. Click on the Export button to export the data.

IMPORTING DATA :

Data File to Import To : : Choose the data file to import to.

Choose Data Fields Required : Choose the required fields by moving them to the box on the right.

Operation : Choose the Import option

File Type : Choose the file type you are importing from, the valid formats are EXCEL, CSV and TAB DELIMITED.

File to Import From : Enter the file name including the full path of the file you are importing from, Make sure the data matches the field names in the grid, otherwise, you will get incorrect data in your data files. If there is a column you are not importing, make sure to have blank fields in the source file. Also, make sure to enter a valid file name, the file name and path must not contain spaces.
To choose the file name interactively, double click on the file field.
To exclude any row from being imported, un-tick the first column in the grid.
You can change data being imported by over writing the data in the grid, this will not change the data in the original file.

System Setup

Use *System Setup* to set up and maintain your options and preferences. The *System Setup* screen comprises seven pages, called **tabs**. Select the required tab, type in the fields, set the radio buttons and checkboxes, then go to the next tab and make settings, and so on. When you have set everything up to your requirements, select **Save**. This will save your changes, close the *System Setup* screen, and return you back to the *Maintenance Menu*. To close the screen without saving, select **Close** or hit **Esc**.

The System Setup tabs:

Company

Use the **Company** tab to enter the business name and details that will be printed on all the reports and invoices the system produce. You can chose to use a company logo file that includes the company address, to print on invoices, quotes and purchase orders.

General

Use the *General* tab to set up storage locations on your computer and to set currency and tax details appropriate to the country you are in.

Program Path	The folder where *the* system is installed. Make sure the path or the program and data files does not contain spaces.
Data Files Path	The folder where Database files and indexes are located. You are strongly recommended to back up the contents of this folder regularly. For further information, refer to the **BACKING UP** section in this user guide.
Temporary Files Path	The system requires a folder for temporary files needed while in use. These are deleted automatically as soon as they are no longer required. (use the C:\TEMP folder if possible)
Date Format	Choose date format
Decimals	The number of places of currency decimals. Example: For 100 cents in a dollar, set this to *2*.
Currency Symbol	Examples: *$, £, ¥*
Tax Name	Examples: USA *Tax,* UK *VAT,* Australia and Canada *GST.*
Accounting Year Start	Enter the accounting year start date.
Stationary Size	Choose the stationary size to be used for printing. Letter size is used in the USA, while A4 is used in the rest of the world.
Open Diary on Start up	Tick if you need to show diary on start up of system.
Show Tool Tips	Tick to let the system automatically display help tips on all objects.

Sales

Use the *Sales* tab to set up the invoicing options.

Prices Inclusive of TAX	Determines whether or not the invoiced prices include or exclude Tax.
Choose Sales Account	When this is checked, the ***Post To*** field on the *Invoicing* screen is visible. This allows you to post the whole invoice amount to a particular account. When this is not checked, the ***Post To*** field on the Invoicing screen is not visible and the whole invoice is posted to the default account.
Remind if Below Min Qty	Issue a warning if stock levels fall below the specified minimum.
Warn if no stock	Issue a warning if there is a zero stock level.
Force backorder	Issue a backorder automatically if stock levels fall below the predetermined minimum.
Show Client Tel. & Fax	Include the customer's telephone and fax number on the *Invoice* screen ***Deliver To*** fields.
Print Part No. on Invoice	Include the part number(s) on invoices.
Print back orders on Invoice	Include back orders on invoices.
Print % Discount on Invoice	Include the % Discount on invoices.
Make Quote as Default	Sets the default such that when you select ***Sales***, then ***Invoice***, the *Invoice/Quote* option defaults to ***Quote***.
Print Invoice as Docket	Will cause the invoice to be printed as a Docket.
Default Qty Value	Determines the default quantity on invoices.

Decimals in Qty Fields	Sets the number of places of decimals for invoice quantities, Tax and Discount fields.
Invoice Copies to Print	Determines how many copies of invoices are printed.
Quote Copies to Print	Determines how many copies of quotes are printed.
Invoice Title	Enter invoice title to appear on the printed invoice.
Invoice Message	Allows you to type in text that will be printed on all invoices.
Quote Title	Enter invoice title to appear on the printed quote
Quote Message	Allows you to type in text that will be printed on all quotes.

Stock

Use the ***Stock*** tab to set up the stock costing on sales and stock enquiry screen.

Stock Costing on Sales:	This option group are *radio buttons*. You can select one and one only.
Don't Cost on Sale	Select this option to prevent posting the cost of each sale to the accounts.
Use Last Cost	Select this option to post the last stock cost to the accounts.
Use Average Cost	Select this option to post the last stock cost to the accounts.
First in First Out Cost	Select this option to post to the accounts on a first in first out basis.
Stock Enquiry Screen:	This options allow you to set up what is displayed on the *Stock List* screen when you press either ***F9*** or ***F10***.

Show Other Details	When checked, shows the *Other Details* field.
Show Bin	When checked, shows the bin location.
Show Retail Price	When checked, shows the retail price.
Show Trade Price	When checked, shows the trade price.
Show Wholesale Price	When checked, shows the wholesale price.
Show Cost Price	When checked, shows the cost price.
Tax Inclusive	When checked, shows the cost price inclusive of Tax.
Allow Serial #Tracking	Check to allow the system to track item serial numbers.

Purchase

Use the **Purchase** tab to set defaults and other values associated with purchases and purchase orders.

Choose Purchase Account	When this is checked, the **Post To** field on the *Purchasing* screen is visible. This allows you to post the whole invoice amount to a particular account. When this is not checked, the **Post To** field on the *Purchasing* screen is not visible and the whole invoice is posted to the default account.
Currency Exchange Rate	Displays the currency **Rate** field on the *Purchasing* screen.
Copy Supplier's Tel & Fax to P/O	Include the supplier's contact details in the *Delivery Details* field of the *Purchasing* screen.
Make P/O as Default	On the *Purchasing* screen, set the default for **Pur./Order** field to **Order**.

Default Qty Value	Sets the default quantities for purchase or purchase order items.
Purchase Copies to Print	The number of copies of purchase invoices to be printed.
P/Orders Copies to Print	The number of copies of purchase orders to be printed.
Purchase Order Message	Allows you to enter a message that will be printed on all purchase orders.

P.O.S

Use the ***P.O.S*** tab to set defaults and other values associated with point of sales and docket printout.

POS Screen Setup	Sets up the behavior of the POS screen.
Ask for User Number	**Tick to force the user to supply a user number so as to track their performance.**
Allow Deletion	**Tick if you want to enable transaction deletions.**
Show Transaction No.	**Tick if you want the printed docket to contain the transaction number.**
Show Tax Total	**Tick if you want to show Tax total on docket.**
No of Lines to Skip	**Enter number of lines to skip after printing.**
No. of Dockets to Print	**Enter Number of docket copies to print**
Print Docket as Invoice	**Prints docket as normal invoice**

HARDWWARE

Use the *Hardware* tab to set defaults and other values associated with hardware used such as docket printers, cash drawers and pole displays.

Reports Printer	Choose the report printer. You can always change the default printer when printing on the fly by pressing the right hand mouse button on the print button.
POS Printer	Choose docket printer from a list of printers. If your printer does not appear on this list, try the generic printer or a close match to it. Otherwise, you can enter the control codes manually. You Must have a Windows Driver Installed.
Pole Display	if you have a pole display, it will normally connect on the serial port, you must create a device under CONTROL PANEL > PRINTERS and choose GENERIC PRINTER with the correct com port and com port settings. Same applies to the cash drawer if it is a serial device.
Cash Drawer	Cash drawers can either connect to a serial port (such as COM1 or COM2) or it can connect to the POS docket printer. You must enter the correct open drawer command for the drawer to open, Use Shift + F12 to test.

Click START > SETTINGS > PRINTERS > ADD NEW PRINTER

Choose the com port used by the device (pole display or cash drawer)

Choose the GENERIC / TEXT Printer
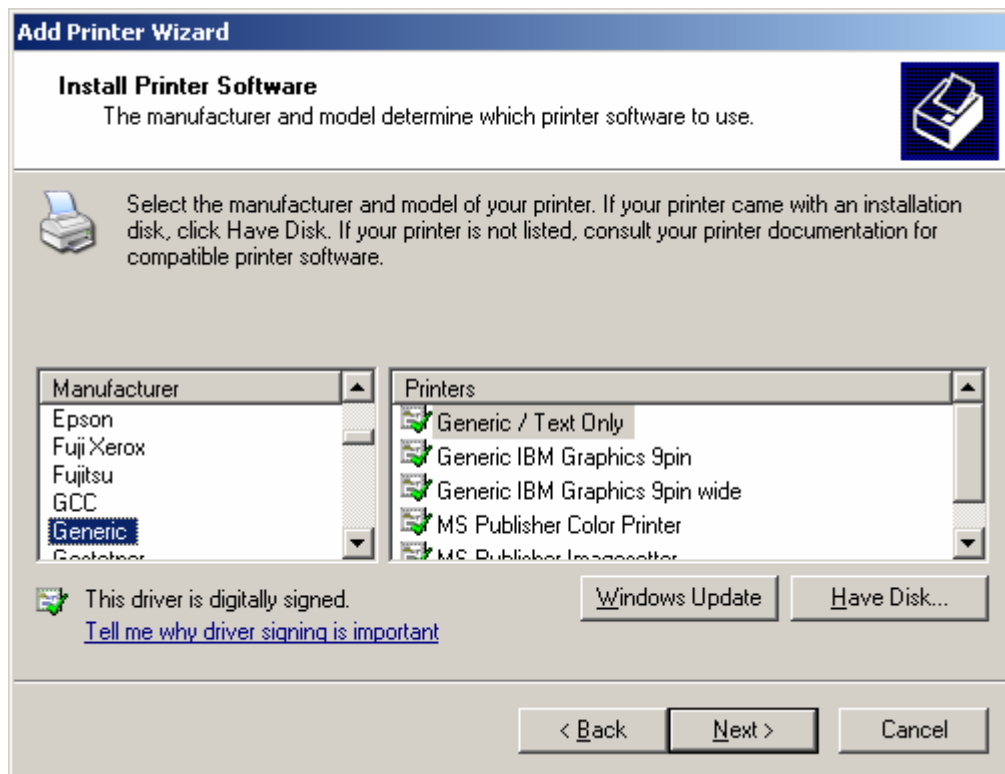
Then rename to the device name used. Once this is done, the device name should appear in the HARDWARE Setup screen.

Add Printer Wizard

Name Your Printer
You must assign a name to this printer.

Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.

Printer name:

Cash Drawer

Do you want to use this printer as the default printer?

○ Yes

◉ No

< Back   Next >   Cancel

PAYMENTS

Use the **Payments** tab to set the default payments methods (up to 9). And also the accounts to post to when the sales or purchase payments are processed.

Payment Name	A/C to Post to on Sales	A/C to Post to on Purchase	Deposit
CASH	Cash Drawer	Cash Drawer	☑
CHECK	Bank Account	Bank Account	☑
C/ CARD	Cash Drawer	Bank Account	☑
AMEX	Cash Drawer	Cash Drawer	☐
DINERS	Cash Drawer	Cash Drawer	☐
EFTPOS	Bank Account	Bank Account	☐

Note : A maximum of up to 9 Payment Types can be entered here

Save (F2)   Close (Esc)

Enter the payment name, posting accounts and tick the deposit tab if you want the payment to appear on the bank deposit slip at the end of trading day.

Email

The email tab allows you to setup the email parameters needed for sending emails through the system, Each user must have his or her own setup. The common fields between all users are the SMTP Server, the SMTP Port and the timeout time.

From Name	Enter your name. This will be displayed on the receiver email.
From email Address	Enter your email address.
Reply to email Address	Enter an email address if you wish to receive a receipt from the person you emailed. This can either be the same as the previous or a different one that you assign for receiving replies.
SMTP Domain	Enter the SMTP Domain if you have one in use.
SMTP Server	This field must be filled with a valid SMTP address. You can normally get that from your internet service provider (ISP), or by checking your Outlook / Express accounts and copying the SMTP Server setting from there. If the field was filled with the wrong information or left blank, you will not be able to use the

email feature at all. The system will issue warnings and error messages until this field is filled properly.

SMTP Port   Enter the SMTP port, normally it is 25.

Timeout   Enter the timeout in seconds. The default is 30 seconds.

Attachment   Choose the type you want the system to convert your documents that are emailed or saved. Choose PDF If you want your documents to include images such as BMP and JPEG. However, you need to have a PDF reader such as ACROBAT READER which you can download for free.

Default Message Text   Enter the default message text that will appear on the broadcast email screens as well as being sent when you email invoices and purchase orders.

Interface

The interface screen allows you to change the look and feel of the system, by changing from a big buttons interface to a menu driven one, to add a picture to the main menu, to changing the screen colors.
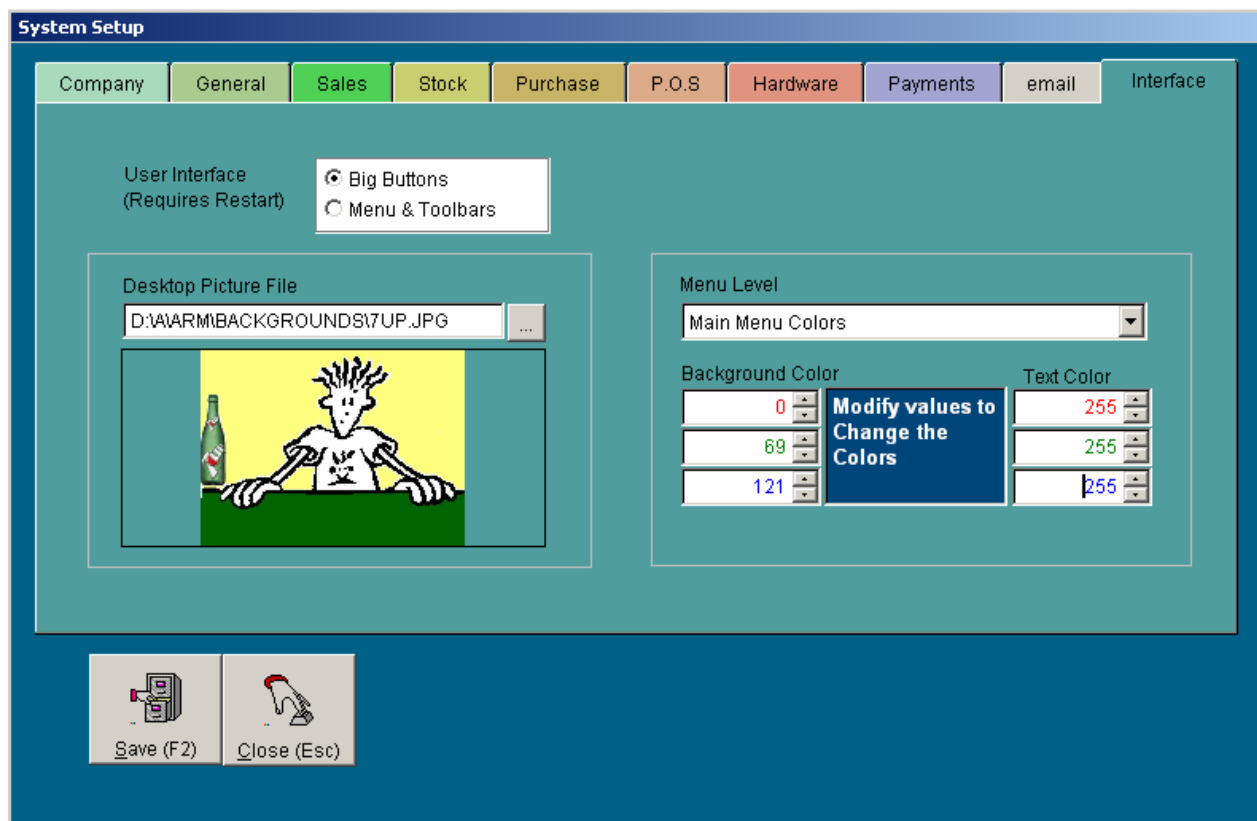
User Interface : Choose either Big Buttons or Menu & Toolbars, make sure to save and exit the system for the new changes to take effect.

Desktop Picture File: Choose a picture file to display on the program desktop. The file type must be JPG, BMP, GIF or similar format, and the size of it should be 800x600 to cover the whole screen.

Menu Colors: Choose the menu level, then change the background and foreground colors by changing the color figures from 0 to 255.

Restore Files From Backup

Choose this option to restore data from your backup media. Note that you will loose any information that was entered since that backup was done. So, backing up on a daily bases on different backup media for each day of the week will give you maximum protection against data loss. So if the need arises to restore data due to hardware failure or similar situation, you will only loose part of that working day's work.
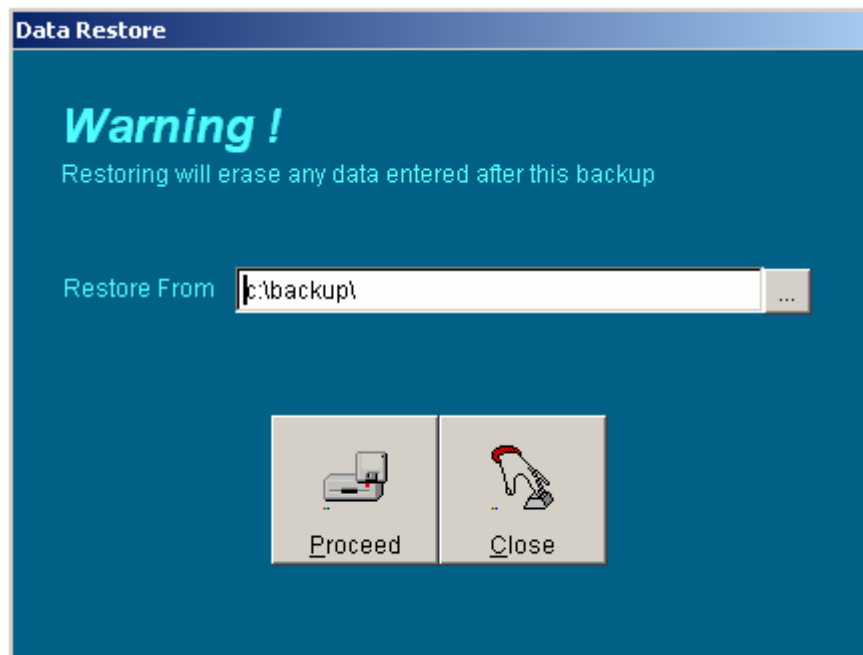
Before you proceed with the restore, make sure all other instances of the program are closed and no one else is using the program from the network.
Also note that once the restore is done, you may need to re-index the files to bring everything up to date. You then need to go and check the last entries on the system and add the missing entries.
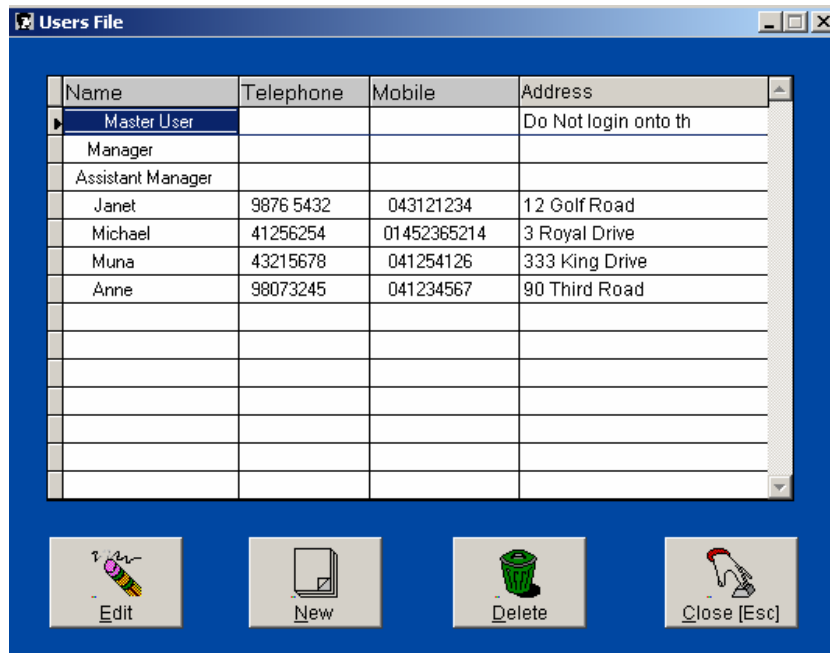
Users File Maintenance

Use Users File Maintenance to do the following operations:
- Create a new user
- Delete an existing user
- Set a user's file access permissions.

You must be the **master user**, or have been granted permission to do these functions, by the master user.

To add a new user, select **New**. The *Add User* screen will be displayed:

Fill out the fields, then select one of the following:

Save   Save the new user details and return to the previous screen.
Cancel   Abandon the changes and return to the previous screen without saving.

To delete a user, select the one you are about to delete from the *Users File* list, then select **Delete**. You will now see the *Delete User* screen, which is similar to the *Add User* screen, except that it has a **Delete** button. Select **Delete** and answer all the warnings. The user will be deleted.

To change a user's access permissions, select the user you want from the *Users File* list, then select **Edit**. The Edit User screen will be displayed with this user's current access permissions.
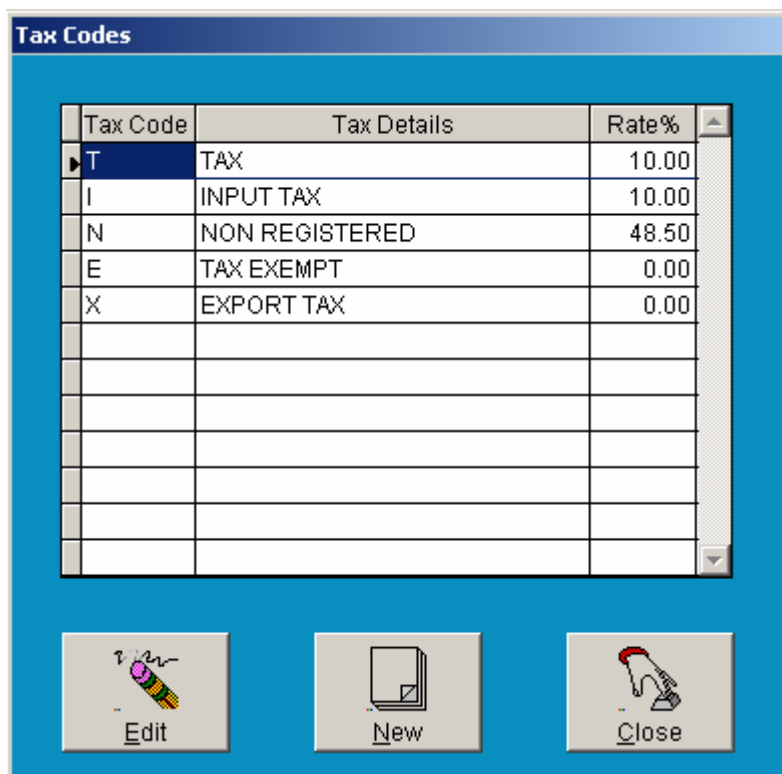
Work through each tab on this screen. Set each permission by typing in a value between 0 and 3 inclusive. When finished select one of the following:

Save   Save the changes and return to the previous screen.
Cancel   Abandon the changes and return to the previous screen without saving.

Tax File Maintenance

Select *Tax File Maintenance* to set up taxes and rates appropriate to your country.

Tax Codes

Tax Code	Tax Details	Rate%
T	TAX	10.00
I	INPUT TAX	10.00
N	NON REGISTERED	48.50
E	TAX EXEMPT	0.00
X	EXPORT TAX	0.00

Edit   New   Close

The taxes shown in the *Tax Codes* screen are those for Australia. Adjust these as required.

To add a new tax code, select *New*. This will position the cursor on a blank line at the end of the list. Set the values of the three columns to your needs.

To change an existing tax code, position the cursor on the code you want to change and select *Edit*. This will allow you to change the fields of this code.

Select *Close* to return to the previous screen and save your changes.

Default Accounts Setup

Select ***Default Accounts Setup*** to determine which accounts are to be used for posting if no account is specified. This applies to Invoicing, Purchasing and Payments.

Enter a valid account number in each field. The account numbers must be in the Chart of Accounts. You can obtain the Accounts List to select from interactively by one of the following methods:
   1. Type in part of the account number and hit ***Enter***.
   2. Double-click on the field.

When you have finished, select one of the following:
Save   Save the changes and return to the previous screen.
Close   Abandon the changes and return to the previous screen without saving.

Backing Up

What is Backup?
Backup is the process of making a copy of the data on your computer to one of the following places:
- Internal medium such as a second hard disk in the same computer.
- External medium (such as ZIP disk, CD-R, CD-RW, or tape cartridge)
- External medium such as the hard disk of another computer.

Why Backup?
The purpose of backing up is so that you do not lose your business records as the result of a disaster. Disasters can include things such as:
- Corruption of files caused by lightning or power surges.
- Damage to your hard disk or the entire computer caused by wear and tear or some accident such as dropping the computer, or fire.
- Theft of your computer.

Backing up is insurance. You don't need it until disaster strikes.

How Often to Backup?
You are the best person to decide on the backup frequency. Generally speaking, backup ought to be done every business day. In this case, if you backup every night at the close of business, if a disaster occurs in the middle of the day, then you will lose only that morning's business records. If, however, you decided to back up only once a week, then you could lose up to a week's records depending on when disaster struck.

Onsite or Offsite?
Offsite is best. Backing up to another computer that is left in your business premises is of little use in case of fire, or if thieves take every computer in your office. Backing up onto, ZIP disks, LS-120, CD-R, CD-RW, or a laptop that you take home is a good idea. It is unlikely that both your home and your business will both be subject to disaster at the same time.

Backup Medium
 There are many backup medium options which can be used to store the data, all mediums share common factors such as to keep them away from heat, strong magnetic fields, direct sun light, humidity and dirt or dust. Here is a list of some of these medium options with the pros and cons for each one :

1. **FLOPPY DISKS** : Floppy disks are the most widely used backup medium for small data storage, they are cheap, convenient and transportable. However, they are not very reliable especially for backing up on more than one disk. Floppy disks can develop bad sectors easily and must be formatted regularly to make sure that they are reliable. If the backup spans on more than one disk, then any faulty disk within a set can prevent you from restoring anything. They also give a false sense of security because they often seem to backup normally but in fact are faulty.

2. **ZIP DRIVE** : Zip drives are drives that can take a special disks that look like floppy disks but are much faster than floppy drives, Their speed is comparable to hard disks,

and are fairly reliable. You can actually run programs directly from them and can be used as standard hard disks. The smallest Zip disk can take of up to 100 MB.

3. **TAPE CARTRIDGE** : Tape cartridges are used to backup large data. However they are sequential devices which means to restore a particular file, the tape has to be searched which means it can take more time than the disk. Tapes are also susceptible to damage in case of a faulty tape drive.

4. **HARD DISK** : Hard Disk Backups are the most reliable kind of backup, it is also the fastest. The backup can be made exactly as the original so if there was a fault in the main hard disk, the backup hard disk can directly replace the faulty one. To make the hard disk backup worth while, a removable hard disk kit can be installed in the system which means that the backup hard disk can be removed from the main system and be stored in a safe place.

5. **LS-120:** This is a high-capacity floppy disk that can store up to 120 MB per disk. The drawback is that it is not fast.

6. **CD-W and DVD:** This is the new medium of backing up, with CDs storing up to 700MB each and DVDs storing up to 4.7GB. They are cheap, fast and secure.

Backing Up

On exiting the program, the system displays the Exit Screen, Choose *Exit* to close the program, *Backup* to backup the data files, or *Cancel* to go back to the program.
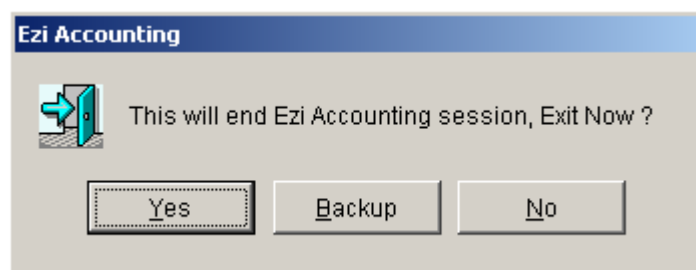
Upon choosing Backup, the system will ask for the destination path to save the data files. Please note that the destination size must be greater than the size of files to be backed up. Right click on the *Back up to* Field to choose the destination folder; the system will remember the last backup choice made on the last backup.
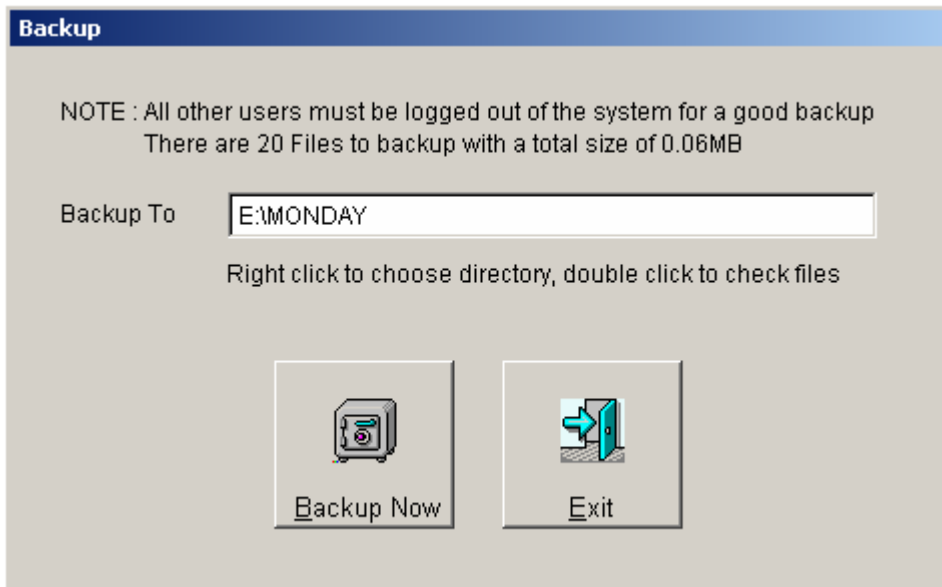
Please note that the backed up files are the DATABASE FILES ONLY, they are backed up without any kind of compression, this will safeguard against corruption during the compression phase, the downside of this is the need for larger backup medium, but in this day and age, back up media size can be very large, and can store information that span several years.

The recommended backup medium is either a CD / DVD writer, a ZIP drive or a similar device. Floppy disks are not recommended. Experience has shown they tend to be very fragile and unreliable.

The ideal backup procedure must allow for as many backup mediums as the number of working week days. So, if the business runs five days per week, then use five backup mediums, and label them Monday, Tuesday, Wednesday, Thursday and Friday.
Then, use the daily medium for backup. Also create one backup at the end of each month and store it away. Backup mediums must be kept away from work, in case of fire, theft or any other catastrophe that can inflect the business.

If the need arise to restore the backed up data, due to files corruption or any similar situation, the files can be copied back to the original location. *Make sure to Re-index the files first thing after the restore operation,* this will ensure data integrity.
After the restore operation and files reindexing is complete, all data that was entered since the last backup must be re-entered.

If the whole system crashed, stolen, or due to similar reasons, need to re-install the whole system from scratch, reinstall the FULL VERSION form the original setup file, then

1 - Copy the backed up data to the original location.
2 - Download and install the latest upgrade.
3 - Re-index the files using MAINTENANCE > FILES RE-INDEX
4 – Re-enter the lost data since the last backup was done.

The above steps have to be followed in the stated sequence to ensure a correct restore.

When backing up, make sure all other instances of the program are closed; otherwise, the backup may not contain some of the data that should have been backed up.

Please note that when backing up, the backed up data contains all of the information that was entered from day one.

Another related issue, which any serious business person will consider is a **UPS (un-interruptible power supply**). The purpose of the UPS is to protect your computer from power blackouts or brownouts that can wreck havoc with you data. It will supply your computer with power for a short time after the power blackout giving you time to do a proper system shutdown. Improper system shutdowns can cause files corruption which can be a very costly exercise.

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FAQ (How To)

How to enable password protection
To enable password protection, you have to supply the MASTER user with a password, to do that go to MAINTENANCE > USERS FILE MAINTENANCE then highlight the MASTER user (the first user on the list) and click the Modify Button, then in the password field, you have to enter the password (make sure not to forget it) and then save. Next time you restart the system, you will be prompted for a password, you can create and more users in the same screen and supply them each with a password, you can also allocate the access level for each user on a menu option bases (see below). Please note that the first two users will have access to the full system regardless of their access levels.

How to disable password protection
To disable the password protection, you must blank out the MASTER user password. To do that go to MAINTENANCE > USERS FILE MAINTENANCE, then highlight the first user and blank the password field then save, from then on, when you start the system, it will go to the main menu without asking for password.

How to disable some menu items to other users
To disable some menu items or their access level, go to MAINTENANCE > USERS FILE MAINTENANCE scroll down to the required user, then click the Modify Button, this will show the screen with the user details and the access levels for each menu item, go through all the tabs changing the level from 0 to 3 depending on your requirements, with 0 to block the user from accessing that option, 1 for a read only, 2 for a read and write, and 3 for read, write and modify, including deletion. Please note that the first two users will have full access regardless of the access levels given to them.

How to change system colors
To change system colors, use the MAINTENANCE > SYSTEM SETUP > INTERFACE, you have a choice of four menu levels to change their colors, with an extra option of displaying a picture on the main menu. The menu colors are made up of 3 color fields, RED, GREEN and BLUE with their values ranging from 0 to 255 per color, this will give you a precise color control over all 4 menus, once done, save and the color you chose will be activated immediately.

How to display a picture on the main menu
To display a picture in the main menu, go to MAINTENANCE > SYSTEM SETUP > INTERFACE, either double click the Desktop Picture File of click the small box at the end of that field to choose the file interactively, the file should be in 800x600 for a full picture to be displayed on the desktop, the file format can be JPG, BMP or similar picture format. Make sure the picture file name or path conforms to the standard DOS convention with 8 characters or less and no spaces in either the file name or the path name.

How to change the user interface
The system comes with 2 types of interfaces, one is the big buttons interface, which many people find easier to use because it is clearer, you don't have to be very precise with your mouse and the keyboard can be used instead of the mouse.

The other interface is a menu driven with toolbars that are used as quick shortcuts to the more used sections of the system. This interface may be more popular with users who are more familiar with the standard Windows interface. You can switch between the two interfaces at will, but with each switch, you have to exit and restart the program.
To Change the interface, go to MAINTEANCNE > SYSTEM SETUP > INTERFACE and choose the interface, then save, exit and restart the program to activate the new interface.

How to return Sales or Purchases
To return sales in the sales screen, enter the item part number, then in the Quantity field (QTY) enter a *negative* quantity leaving the amount in positive. Same thing applies to the purchases screen.

How to clear databases and start fresh
To clear the data you entered while testing the system, just do a fresh full install on top of the old install.

How to change currency and tax name
To change the currency symbol and the tax name, go to MAINTEANCNE > SYSTEM SETUP > GENERAL and change the required fields.

How to restore backed up data
If the need arises to restore the backed up data, install the backup medium in the system, then do a straight copy from the back up medium to the program folder. Please note that by copying the backed up data you will lose any changes you made to the data from the time you did the that backup to the present moment. You must also Re-index the files by MAINTENANCE > FILE REINDEXING.

How to add network users
If you need to add network users to the system, you must have purchased the network version of the program, then you have to decide which computer system will act as your server (it does not have to be a dedicated server). Make sure the hard disk drive on the server is fully sharable, to do that, click on My Computer, Right Click on the C: drive and choose SHARING AND SECURITY then give the drive a Share Name such as **SERVERC** and give it full access, if successful, you will see a hand under the C: drive icon.
Next, on each work station, you must install the support files by downloading www.ezisolution.com/STATION.EXE file from our web site, run that program on each station, Then, create a short cut on each station as follows (let us assume you server name is **SERVER** and the drive share name is **SERVERC**) in the short cut enter \\SERVER\SERVER_C\EZI.EXE and in the START IN field in the short cut properties you must also enter \\SERVER\SERVERC .
The names of the server and the drive share name must follow the DOS naming conventions of 8 characters or less, otherwise you will be receiving program errors every time you try to run the program.

Please note if you have a heavy workload on the program, then a dedicated server is recommended.

How to add a company logo to the invoices
To add a company logo to your invoices, use a program like MS Draw which is a Windows program to create a graphics file in either BMP, JPG or similar formats, you must include the company name and details on that file as well as the company logo. Save that file, then go to MAINTENANCE > SYSTEM SETUP and under the DEFAULT COMPANY LOGO FILE enter the file name you just created or double click on that field to interactively choose it. Once a valid picture file is entered, the system will display it and it will appear on your invoices and purchase orders. Again, you must not use spaces in the file name or path.

How to upgrade to the latest version
To Upgrade the system to the latest version, go to our web site www.ezisolution.co.uk and download and install the program upgrade, do not forget to REINDEX the files when you first start the program.

How to print stock Labels and Barcodes
To print that stock labels and barcodes, you have to install the barcode font that comes included with the program by opening the CONTROL PANEL under Windows, double click on the FONTS then choose the FILE tab at the top left hand side of the Fonts Window, then click INSTALL NEW FONT and direct windows to look for the font file under the program folder. Once installed, you can then choose to print the labels and barcodes from either the SALES or PURCHASES screen by pressing SHIFT + F12 and follow the prompts.

How to print addressed envelopes
Printing of addressed envelopes can be done from CLIENTS, SUPPLIERS or TELEPHONES Screens. Open the desired screen, choose the name to print its address then click on the Print Envelop button. You can right click on the print button to choose a different printer other than the default.

How to choose printer destination when printing
To print to a different printer on most reports or invoicing, right clicking the print button will display the printer dialog box, you can change the printer or even a printer fax.

How to fax an invoice or a purchase order
To send a fax from the program, right click the print button in the invoicing or purchasing screen to display the printer dialog box, you can then choose a printer fax. (Fax software such as Microsoft or Norton Fax software must be installed first)

How many transactions can the program hold and does speed suffer
The system can handle millions of records, so for a busy business, it can easily hold transactions for over 30 years with no problems or noticeable speed degradation.

How to close the financial year and start a new one
The system does that automatically without any user intervention, however, you must enter the normal accounting entries such as the depreciation on assets and similar entries, your accountant will be the best person to advice you on that. Either way, you can continue working on the system past the end of the accounting year, and can always go back and add or modify entries in the old year.

How to upgrade from a single user to multi user
To upgrade to a multi-user license, all you have to do is pay us the difference and we will provide you with a product key that will add the multi-user capabilities to the system without any interruption to your work.

How does the system keep track of the number of used days in the trial version
The system calculates the difference between the first entry date and the last entry date. Entering an out of sequence dates will hasten the expiry notice to appear on the system. However, if the expiry notice does appear and you can't access the system, it does not mean that you have lost the data you have already entered, it just means you can't access it. Once you obtain a product key, you can resume working from the point where you last accessed the system.

How to setup the POS Printer
To properly setup the POS printer if you decide to use one to print sales dockets, you have to first create a WINDOWS PRINTER DRIVER, The most appropriate one is the GENERIC PRINTER. Click on Start > Settings > Printers and Faxes and choose Add New Printer then follow the prompts to create the GENERIC PRINTER DRIVER, make sure to print a test page on your docket printer once done to verify it was properly configured.
Next, your application software, go to MAINTENANCE > SYSTEM SETUP > HARDWARE, then under the POS Printer field, choose the most appropriate printer. If your printer does not exist under the list, choose one with same manufacturer, otherwise, choose the Generic Printer, next under the WINDOWS DRIVER field, choose the driver you just created under windows. Make sure the control codes are correct. If you are still having trouble setting up the printer, please email us with the printer name, module number and the software version you are using including the Windows version. Send your email to sales@ezisolution.co.uk

Problem Solving Tips

There are a number of reasons for system crashes, the following is a list of the main problems that can aris and the way to fix them:

1 - Hardware failure, this one we don't have control over it. If the crash is due to a hardware failure, the hardware has to be fixed first. Please note that hardware failure can cause havoc to your data, it should be fixed promptly.

2 - Problems arise after a power Brownout or Black out. This problem will normally be fixed fairly easily by going to MAINTENANCE > FILES REINDEX and tick all options and Click Proceed. You must have all other instances of the program closed when you do that. We also recommend an Uninterruptible supply (UPS) to stop this kind of a problem that will arise due to power failures.

3 - Problem after an upgrade. Sometime, after applying a new upgrade, you notice problems, this will normally happen if the upgrade was not applied properly. The best course of action is to make sure you have made a backup before the upgrade, then you just restore that backup, and try the upgrade again.

4 - Virus infected system. This problem could be one of the hardest to fix, depending on the virus and how much damage it has caused on your system. Sometime, the system has to be formatted and all data has to be re-entered, but in most cases, we can help by checking the integrity of your data if you send it to us.

5 - Problems due to an operating system. We have found that earlier versions of Windows, such as Windows 98 and ME can be very troublesome due to bugs in the Windows operating system itself. We highly recommend using either Windows 2000 or XP (service pack 1 and over), both are fairly stable. If you do have Windows ME or 98, we highly recommend dumping it ASAP and installing 2000 or XP with SP1 or SP2.

It will help us to know the version number of the program, it is on the very first screen that appears after running the program (top left hand side), if the screen is too fast, just enable the password option by entering a password for the Master User in MAINTENANCE > USERS FILE MAINTENANCE and Click Modify on the first user, then enter a password there, save and then restart the system.